

Advertisement No: ARMREB/2023/Consultant-01

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
DEFENCE RESEARCH & DEVELOPMENT ORGANISATION
ARMAMENT RESEARCH BOARD, DRDO HQ ANNEXE

Date: 31st Jan 2023

ADVERTISEMENT

**Engagement of Retired Government Officials as 'Consultants' on Contract Basis in
ARMREB/DRDO New Delhi Inviting Applications Thereof: Regarding**

DRDO invites applications for retired officials from Central Government / State Government/ PSU / Autonomous Bodies having considerable experience of functioning of Central Government Ministries / Departments for engagement as Consultants on short term contract basis as per Post Specific Terms of Reference (TOR). The relevant details and eligibility criteria are given below:

S.No	Post Code	No. of Posts	Pay Level of Consultant (at the time of retirement)	Category	TOR Terms of Reference	Contract duration/ period
1.	2022/ARMREB/119	01	Level-8	Administrative / Secretarial Work	Appendix -A	Initially for one Year and extendable as per norms

2. General Terms & Conditions: -

2.1 Experience:

- a) Officers/Officials as per TOR of relevant post Code above and who have retired (in respective Pay Level) From Central/State Govt., PSUs, Autonomous bodies, Govt. R&D Organization possessing practical knowledge and experience in the field for which he/she is applying.
- b) Persons possessing experience of having worked with DRDO would be accorded preference during selection/appointment.
- c) He/she should have effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his/her areas of work.

2.2 Age Limit: - The maximum age limit for all categories of retired employees for applying will be 63 years as on closing date of application.

2.3 Remuneration & Allowances:

- a) **Remuneration and conveyance allowance for Pensioners:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage

increase during the contract period. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed as mentioned below:

@ Rs. 3000/- up to pay level 11

@ Rs. 5000/- for pay level from level 12 to 14 and above

- b) **Remuneration and conveyance allowance for Non-Pensioners:** Maximum consolidated monthly remuneration and conveyance allowance shall be as under:

Sr. No.	Pay scales (Pay scales of Employees retired from PSUs)	Equivalent Pay scales of 7 th CPC	Remuneration (max.)	Conveyance Allowance
1.	Rs 59,000/- to 1,60,000/-	Level 8	Rs 40,000/-	Rs. 3000/-

- c) **Allowances:** - Consultants shall not be entitled to any kind of allowance/ benefit such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical reimbursement etc. However, should they require to travel inside the country in connection with the official work of the organization, he/ she would be entitled to TA/ DA at the rate commensurate with his/her Grade Pay / Pay Level (as may be applicable) from which he/she retired.
- d) **Drawl of Pension:** A retired Govt. official appointed as a Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as a Consultant, if eligible. His / Her engagement as Consultant shall not be construed as a case of re-employment.

2.4 No retired Government Servant shall be eligible for appointment as a Consultant unless there is a gap of fifteen (15) days between his/her retirement and appointment as Consultant.

3. Interested eligible retired officials of Central Government/ State Government / PSU / Autonomous bodies as eligible may submit their applications in the enclosed format (Annexure-I) along with copy of documents as referred in the applications to **The Member Secretary, Armament Research Board, DRDO HQ Annexe, 4th Floor Old LASTEC Building, Metcalfe House, Delhi 110054**. The applications can also be sent by email to (armreb.hqr@gov.in) with the subject line "**Applications for Consultant**". Incomplete / ineligible applications / applications sent to address other than mentioned address or applications received after closing date will be rejected automatically without any intimation.
4. The Broad terms and conditions of the contract is annexed as Annexure-II. Declaration for engagement as consultant are also required to be submitted along with Annexure-I.
5. Cut-off date for receipt of applications is 21 days from the publish of Advertisement.

Terms of Reference (TOR) for Engagement of Consultants (Post Code : 2022/ARMREB/119)

A) Discipline or domain, where engagement of Consultant is required:-

- i. Minimum Graduate in Science/Arts/Commerce
- ii. Working Knowledge of Computer

B) The Expertise/Skills/Knowledge required for engagement as Consultant: Experience (Mandatory)

- i. Knowledge and expertise in the field of General Administration and Coordination
- ii. Knowledge and expertise in the field of Accounts and Budgeting Work
- iii. Knowledge and expertise in the field of Noting and Letter preparation

C) Outline of the tasks to be carried out:- The consultant will support/provide assistance to Armament Research Board (ARMREB), New Delhi in:-

- i. Closure of Grant-in-aid Projects which includes
 - a) Obtaining documents from Institutes
 - b) Verification of documents
 - c) Final account settlement of project with PCDA
 - d) Preparation of noting
 - e) Preparation of closure letter
 - f) Maintain of database
- ii. Scrutiny of statement of expenditure and utilization certificate for release of next year grant of Ongoing projects
- iii. Liasioning with Admin office (CAO)
- iv. Liasioning with different directorates for board meeting
- v. Preparation of audit and parliament related replies
- vi. Scrutiny and processing of TA/DA Bills, Medical Bills, Telephone bills, LTC Claims etc. for payment

D) Estimated time period required for completion of Tasks – One year & extendable as per norms. Under no circumstances the appointment/extension of consultant shall be done beyond 65 years of age.

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETD GOVT EMPLOYEES AS
CONSULTANT IN DRDO**

1. Name in Full :
2. Date of superannuation :
3. Designation at the time of Superannuation :
4. Basic Pay & Grade Pay/ Pay Level at the time of Superannuation :
5. Name of the Organization last served with address :
6. Date of Birth :
7. Age (As on closing date of advertisement) :
8. Gender :
9. Address for correspondence :
- Email: :
- Mobile No : :
- Contact No (Landline) :
10. Educational Qualification (Graduation onwards) :
11. Areas of Research :
- (For Scientific/ Technical posts) :
- Area of Specialization: (For Admin posts) :
12. Complete record of services rendered in Organizations/ Estts before superannuation: (with special reference to the experience in the level of post for which application is made)

Post held with pay level	From	To	Subjects Handled (in brief)

13. Complete List of published books/ monographs Research papers etc (For Scientific/ Technological posts, only) :
14. Details of Knowledge of Computer :
15. Any other relevant information (Please enclose separate sheets if required) :

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read this circular and ready to accept all the terms and conditions for engagement of consultant.

(Signature of the Applicant)

Following documents are to be enclosed by the applicant

1. Identity Proof
2. Proof of Address
3. Copy of P.P.O.
4. Copy of proofs of Educational Qualification
5. Copy of service Verification Certificate

**Terms and Conditions
For Engagement as Consultant in the Labs/ Estts/ Units of DRDO**

1. The consultant shall perform the services as per Terms of Reference and the task / jobs assigned to him / her by the Director of the concerned Lab / Estt / Unit, where he/she is engaged.
2. The working hours would be that of the working hours of the Lab / Estt / Unit where he/she is engaged.
3. Under special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no other benefits/ leave will be granted.
4. The consultancy will start for a period of one year from the date he/she enter in to the Contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the Para 6 of Govt. of India letter dated 06/07/2022, subject to the ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him at the current rate of DA. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
6. Secretary DD(R&D) shall have the right to examine / review / terminate the Consultancy services provided by him/ her at any time.
7. The consultant shall perform his/ her obligations under his/ her consultancy with all necessary skills, diligence, efficiency and economy.
8. The consultant shall meet high standard for ethics and integrity under the agreement of appointment.
9. No other facility whatsoever except remuneration and conveyance allowance shall be provided to him/ her by DRDO in his/her capacity as Consultant.
10. The Department shall not be responsible for any loss, accident, damages / injury suffered by him / her whatsoever arising in or out of the execution of his/her work, including travel.
11. Consultants shall abide with Contract Agreement. Non-Disclosure Agreement, General Conduct Rules. Information Security Act and other restrictions as applicable to Govt employees.
12. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
13. During the terms of the consultancy, he/she shall not be engaged in any private business or professional activity which could conflict with the interest of the Government. The engagement of Consultants is of a temporary (non-official) nature against the specific jobs.

Declaration

I, (Name of the Consultant), S/O
hereby agree unconditionally with all above referred Terms & Conditions for engagement as Consultant in DRDO.

Dated:

(Signature of Applicant)

Place:

Name: