

Government of India
Ministry of Defence
TERMINAL BALLISTICS RESEARCH LABORATORY (TBRL)
Defence Research & Development Organization (DRDO)
Sector-30, Chandigarh (UT) - 160030

Dated: Sep 2022

Engagement of Retired Government Officials as 'Consultant' on Contract Basis in DRDO 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 Consultant on short term contract basis as per Terms of Reference (TOR). The relevant details and eligibility criteria are given below :

No. of Consultant	Pay Level in which Consultant is required	Discipline or Domain	Tenure of Contract	Location
01	10/11	Admin (Legal)	Initially one year (extendable for second year, as decided by the Competent Authority)	Chandigarh /Ramgarh
01	10/11	Admin (Accounts/Finance)		
01	08	Admin (Secretariat Support)		

2. Specific Terms of Reference (TOR) for engagement of Consultant for different disciplines.

For Discipline Admin (Legal)

A. The expertise / skill / knowledge required for engagement as consultant

- a) The applicant must be retired government employee from Level-10/11 of 7th CPC pay matrix
- b) The applicant must have practical knowledge and experience of handling administrative and legal matters.
- c) Working knowledge of Computers.

B. Outline of the tasks to be carried out.

To provide consultancy in :-

- a) Legal matters of the laboratory.
- b) Preparation of parawise comments/draft replies of court cases.
- c) Co-ordination and monitoring of progress of all legal cases of the Lab.
- d) Maintenance, disposal and digitization of old records.
- e) Interpretation, study and implementation of policy letters.
- f) Preparation/ updating of standing orders and their implementation.

For Discipline :- Admin (Account/Finance)

A. The expertise / skill / knowledge required for engagement as consultant

- a) The applicant must be retired government employee from Level-10/11 of 7th CPC pay matrix

- b) The applicant must have practical knowledge and experience of handling accounts/financial matters/documents of audit .
- c) Working knowledge of Computers.

B. Outline of the tasks to be carried out.

To provide consultancy in :-

- a) Accounts/ Finance/Budget related work of Establishment.
- b) Budget monitoring and cash out go.
- c) Preparation & Scrutiny of Monthly Expenditure Report (MER).
- d) Co-ordination with Audit authorities and CDA.
- e) Implementation of digitization of accounting/finance/budget process.

For Discipline:- Admin (Secretariat Support)

A. The expertise / skill / knowledge required for engagement as consultant

- a) The applicant must be retired government employee from Level-8 of 7th CPC pay matrix.
- b) The applicant must have relevant experience in Secretarial assistance job and office management support including liaison work.
- c) Working knowledge of Computers.
- d) The applicant must have relevant experience in General Administration & Finance matters, and must be familiar with general rules & regulations governing Central Government Employees.

B. Outline of the tasks to be carried out.

To provide consultancy in :-

- a) Secretariat and Office Management functions of the Director's Office.
- b) Necessary liaison and coordination for the effective discharge of functions of the Director's office.
- c) Screening of telephone calls and visitors in a tactful manner.
- d) To handle travel related requirements of Director TBRL with concerned authorities/ agencies to facilitate smooth travel movement, Protocol management etc.
- e) Preparation of financial documents and bills for submission to CDA (AOR&D) for release of TA-DA claims of Director's TD movements.
- f) General Administration & Establishment matters, inter-ministerial liaisons for smooth communication and movement of files/DAK.
- g) Liaisoning and coordination with the offices to facilitate official visits of VVIP and dignitaries including foreign visitors/ delegation.
- h) Any other administrative task/activities and when assigned by Director TBRL.
- i) Budget monitoring and cash outgo.
- j) Preparation & scrutiny of Monthly Expenditure Report (MER).
- k) Co-ordination with Audit authorities and CDA.
- l) Implementation of digitization of accounting/finance/budget process.

3. General Terms & Conditions :-

3.1 Experience :

- (a) Persons possessing experience of having worked with DRDO would be accorded preference during selection/appointment.

(b) 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.

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

3.3 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 @ Rs. 3,000/- for pay level upto level 11.

(b) Remuneration and conveyance allowance for Non-Pensioners: A fixed monthly amount of Rs. 40,000/- (**For Level 8 to 10**) and Rs. 50,000/- (**For level 11**) shall be admissible. The amount 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 @ Rs. 3,000/- for pay level upto level 11.

(c) 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. His/Her engagement as Consultant shall not be construed as a case of re-employment.

3.4 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.

4. Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies as eligible may submit their applications in the enclosed format (Appendix-A) along with copy of documents as referred in the application to **Director, Terminal Ballistics Research Laboratory (TBRL), Sector-30, Chandigarh - 160030**. The applications can be sent with the subject line "**Application for Consultant**". Incomplete/ineligible applications/applications received after closing date will be rejected automatically without any intimation.

5. The Broad terms and conditions of the contract is annexed as **Appendix-B**, which is also required to be submitted along with **Appendix-A**.

6. The Last date for receipt of application is **21 days** from the date of advertisement.

**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 : Male/Female
- 9 Address for correspondence :

E mail:

Contact No (Landline):

Mobile No:

- 10 Educational Qualification (Graduation onwards)

- 11 Areas of Research
(for Scientist/Technical posts)

Area of Specialization
(for admin. posts)

- 12 Complete records of services rendered in Organization/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 sheet. if required)

Declaration

I hereby declare that the particular 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 condition for engagement of Consultants.

(Signature of the Applicant)

Date: _____

Following document 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/Estts/Unit, where he is engaged.
2. The working hours would be that of the working hours of the Lab/Estts/Unit where he 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 enters in to the contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the Para 6 of GoI letter dated 06 July 2022, subject to 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. Consultant 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
Place:

Signature of Applicant
Name