

Government of India  
Ministry of Defence  
Defence Research Development Organisation (DRDO)  
Centre for Personnel Talent Management (CEPTAM)  
Metcalfe House, Delhi -110054

Advertisement No: DRDO/CEPTAM/CONSULTANT/2022/01

Opening Date: 01 Sept 2022

Closing Date: 21 Sept 2022

ADVERTISEMENT

**ENGAGEMENT OF RETIRED GOVERNMENT OFFICIALS AS 'CONSULTANT' ON CONTRACT BASIS**  
**IN CEPTAM**

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 Post Specific Terms of Reference (TOR). The relevant details and eligibility criteria are given below:

Post Code	No. of Posts	Pay Level of Retired Official	Category	Tenure of contract	Location
2022/CEPTAM/113	01	Level 14	Technical	One year and extendable as per norms	Delhi

**2. Post Specific Terms of Reference (TOR) for Engagement of Consultant:**

**2.1. Discipline or domain, where engagement of consultant is required:-**

R& D management of various activities at CEPTAM. He/ She will be engaged in:

- a) Design and development of state of art training programmes, identification of futuristic training areas, content development for training of futuristic technologies, evaluation of effectiveness of these training programmes.
- b) Quality enhancement in various processes for centralised recruitment activities of technical manpower, planning, co-ordination of computer based recruitment entrance test, skill/ trade tests of various engineering disciplines and develop process documentation.
- c) Consultation for quality enhancement of process of assessment of technical cadre of DRDO
- d) Consultation of AI enabled automation of various processes of CEPTAM.

## **2.2. The expertise / skill / knowledge required for engagement as consultant**

### **a) Qualification:**

Degree in Science/Engineering

### **b) Experience:**

- i. Experience in research, planning and development activities in area of Human Resource Development. Well versed with HR rules & policies, Govt of India orders & guidelines issued time to time on personnel matters.
- ii. Expertise in Design & Development of technical training programmes, process design of assessment/ promotion of Technical manpower.
- iii. Relevant experience in planning and conduct of centralised recruitment of technical manpower.
- iv. Basic knowledge in the area of research and development of process automation of various activities relevant to CEPTAM

## **3. Outline of the tasks to be carried out:**

- a) Guiding in talent acquisition process of technical cadre.
- b) Help in design and development of technical content of technical training programmes on futuristic straight of art defence technologies.
- c) Consultancy & guidance in requiring finalisation and their flow/ interaction for software development to automate various activities of CEPTAM.

## **4. Estimated time period required for completion of tasks:**

One year and extendable as per norms

## **5. General Terms & Conditions:**

### **5.1. Age Limit**

The maximum age limit for all categories of retired govt. employee for applying will be 63 years as on closing date of application.

### **5.2. 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. 5000/- for pay level from level – 12 to 14 and above .
- b) **Remuneration and conveyance allowance for Non-Pensioners:** A fixed monthly amount of Rs. 75,000/- 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 5000/- for pay level from level – 12 to 14 and above.

- 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.

**5.3.** 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.

6. 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, Centre for Personnel Talent Management (CEPTAM), Metcalfe House, Delhi - 110054**. 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.
7. The Broad terms and conditions of the contract is annexed as **Appendix-B**, which is also required to be submitted along with **Appendix-A**.
8. The last date for receipt of application is 21 days from the date of advertisement.

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT  
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 :
  
- Email :
  
- Contact No(Landline):                      Mobile No :
10. Educational Qualifications (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 sheet, 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 Consultants.

(Signature of the Applicant)

Date:

#### **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 (TOR) 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 into the contract agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the para 6 of Gol letter dated 06 July 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. 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, \_\_\_\_\_ S/o \_\_\_\_\_ hereby agree unconditionally with all above referred Terms and Conditions for engagement of consultant in DRDO.

Date:

(Signature of the Applicant)

Place:

Name