

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
DEFENCE RESEARCH & DEVELOPMENT ORGANIZATION
SCIENTIFIC ANALYSIS GROUP
METCALFE HOUSE COMPLEX, DELHI-110054

Opening Date: 19 December, 2023
Closing date: 30 days from date of advertisement

Engagement of Retired Government officials as 'CONSULTANT' on contract basis in Scientific Analysis Group, Metcalfe House, Delhi-110054, Inviting Application thereof: Regarding

Scientific Analysis Group has invited application from the official's retired 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 as under:-

Sl. No.	Post Code	No. of post	Pay Level of retired official	Category	TOR (Terms of Reference)	Contract duration/period
1.	2023/SAG/198	01	Level-11	Admin	Appendix-A	Initially for one year and extendable as per norm s.

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) Officers/Officials possessing experience of having worked in Admin Cadre with DRDO would be accorded preference during selection/appointment.
- c) Officers/Officials must 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 Govt employees for applying will be 63 years as on closing date of application.

1.3 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. 3,000/- up to Pay Level-11
@ Rs. 5,000/- up to Pay 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 of employees retired from PSUs)	Equivalent Pay Scales of 7 th CPC	Remuneration (Max)	Conveyance allowance
1.	Rs. 70,000/- – 200,000/-	Level-11	50,000/-	3,000/-

The amount shall remain unchanged for the term of the consultant. There will be no annual increment/percentage increase during the contract period.

- c) **Allowances:** Consultant will not be entitled for any kind of allowance/ benefit such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc. However, 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, only if, they are asked/required to travel inside the country in connection with the official work of the organization.
- 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/her 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 and eligible retired officials of Central Government/ State Government/PSU/ Autonomous bodies as eligible may submit their duly completed applications in the enclosed format (Annexure-II) along with copy of documents as referred in the applications to the Director, Scientific Analysis Group, DRDO Metcalfe House Complex, Delhi-110054. The applicants along with supporting documents can also be sent by email to director.sag@gov.in with the subject line "Application 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. Terms and Conditions of the contract are annexed as Annexure-I
- 5. Cut-off date for receipt of application is 30 days from the publication of the advertisement.

Terms of Reference (TOR) for Engagement of consultants (Post Code: 2023/SAG/198):

TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS

1. PRECISE STATEMENT OF OBJECTIVES FOR APPOINTMENT OF CONSULTANT:

Services of consultant is required for dealing all kind of matters including policy cases, pension cases, revision of pension of retirees, tapering of variable increments of DRDS & DRTC, Record Management, handling of court cases, disciplinary cases, and financial matters etc.

2. DISCIPLINES OR DOMAINS WHERE ENGAGEMENT OF CONSULTANT IS REQUIRED:

Consultant would be engaged in Admin and Account activities. Consultant is required to have sound experience in Admin & Accounts to carry out activities effectively and smoothly meeting targets framed within deadlines.

3. THE EXPERTISE/ SKILLS/ KNOWLEDGE REQUIRED FOR ENGAGEMENT AS CONSULTANT:

(i) Should be conversant with Government rules and regulations having wide experience and exposure in dealing with Admin and Accounts activities. Should have expertise in record management and handling financial matters.

(ii) Should have experience/ knowledge of recruitment and promotion, conversant with all kind of policy matters, disciplinary proceedings and requisite knowledge for conducting DPC/MACP.

(iii) Should be competent to deal with all kind of DRDS, DRTC and Admin & Allied Cases. Apart from this, consultant should also have good knowledge for dealing with pay fixation, application of LTC rules, Medical Claims etc.

(iv) Should be having good communication and interpersonal skills.

3. OUTLINE OF THE TASKS TO BE CARRIED OUT

(i) To deal all kind of policy matters, revision of pension of retirees of this office, tapering of variable increments of DRDS & DRTC, disciplinary cases, and e-cop, and including disposal of all kind of correspondence for day-to- day activities etc.

(ii) To manage office records neatly and cleanly in accordance with guidelines issued by the Government of Indi and to weed out office records as per guidelines.

(iii) To maintain office budget as per existing policy.

(4) ESTIMATE TIME PERIOD REQUIRED FOR COMPLETION OF TASKS.

The engagement of consultant will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year, which may be extended depending upon the requirement of the office and performance review, but under no circumstances the appointment/extension of consultant shall be done beyond 65 years of age.

The engagement of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy in SAG.

**TERMS AND CONDITIONS FOR ENGAGEMENT AS CONSULTANT IN THE
LABS/ESTT/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/ Dte, where he/she is engaged.
2. The working hours would be that of the working hours of the Lab/ Estt/Dte 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 Para 6 of Government of India Letter No. DHRD/DRDO CONSULTANT/GUIDELINES/E/695/D(R&D)/2022 DATED 07.07.2022. The remuneration for services rendered in a month shall be payable in sub sequent 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, 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

(Signature of Applicant)

Name:

Date:

Date:

Place:

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETIRED GOVT EMPLOYEES AS
CONSULTANT IN SAG/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 Number :
- Contact No (Landline) :
10. Educational Qualification :
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	From	To	Subject 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)

The engagement of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy in SAG.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge & 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 Applicant)

Name:

Date: