

Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
HQ_DOP, DRDO Bhawan, New Delhi

Dated: 03rd July 2020

Engagement of retired Government officials as 'Consultant' on contract basis

Advertisement No.: DRDO/DOP/Consultants/01/2020

Closing Date: 03rd Aug 2020

DRDO invites applications from 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:

Sr. No.	Post Code	No. of Posts	Pay Level of Retired official	Category	Post Specific Terms & Conditions	Location
1	2020/DRDL/001	01	Level 12	Admin	Refer Annexure-1	Hyderabad
2	2020/DRDL/002	01	Level 13	Technical	Refer Annexure-2	Hyderabad
3	2020/DHRD/003	01	Level 13	Admin	Refer Annexure-3	Delhi
4	2020/LSRB/004	01	Level 06/07	Admin	Refer Annexure-4	Delhi
5	2020/DG(MED& CoS)/005	01	Level 11/12	Admin	Refer Annexure-5	Delhi

2. General Terms & Conditions:-

2.1 Experience:

- a. Officers/ Officials who have retired from Central / State Govts, PSUs, Autonomous Bodies, Universities. Govt. R&D Organizations and possessing practical knowledge and experience in the field for which he/she is applying (as per annexed TOR for each post code).
- 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:

Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and up to 70 years could be resorted to with the approval of Secretary DD (R&D), in exceptional cases, keeping in view incumbent's health conditions vis-a-vis nature of the work, level of expertise and requirements of DRDO.

2.3 Remuneration:

- a) The maximum amount of consolidated monthly remuneration shall be as under:

Level of Pay in Pay Matrix *	Remuneration	Conveyance Allowance
Level 6 & 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of Rs. 4,200/- & Rs. 4,600/-)	Rs. 30,000/-	Rs. 3,000/-
Level 8 to 10 (GP of Rs. 4,800/- to 5,400/-)	Rs. 40,000/-	
Level 11 (GP of Rs. 6,600/-)	Rs. 50,000/-	
Level 12 and 13 (GP of Rs. 7,600/- to 8,700/-)	Rs. 60,000/-	Rs. 5,000/-
Level 14	Rs. 75,000/-	

* **Note-1:** The total monthly remuneration and the Pension drawn by the Consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.

Note-2: Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary DD (R&D) and Addl FA & JS on account of special expertise/experience in the field concerned.

b) **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 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.

c) **Drawal 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.

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.

2.5 Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their applications in the enclosed format ([Appendix-A](#)) along with copy of documents as referred in the application to the Director (Lab Name and Address of Lab) mentioned separately in annexed TOR for each post code. The applications can also be sent by email (Lab Internet Email). Incomplete/ineligible applications/ applications sent to address other than mentioned address in annexed TOR or applications received after closing date will be rejected automatically without any intimation to individual. The DRDO reserves all right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever.

3. The detailed terms and conditions of the contract are enclosed as [Appendix-B](#).

4. Candidates applying for more than one Post Code required to submit separate application for each Post Code.

5. Cut off date for receipt of application is 03rd August 2020.

Post Code	2020/DRDL/001
Advertisement No.	DRDO/DOP/Consultants/01/2020
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence, Kanchanbagh, Hyderabad, Telangana-500 058 Contact No: 040-2458 3017/ 3002 Email: cao@drdl.drdo.in
LAB/ Estt/ Unit (Work Place)	DRDL, Hyderabad
Category	Admin
Pay Level of Retired official	Level 12
Maximum Remuneration	As per para 2.3 of Advertisement No. DRDO/DOP/Consultants/01
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	Appendix-A
Terms and conditions of the contract	Appendix-B
Closing Date	03 rd August 2020

Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required.**

The services of consultant are primarily required for dealing with land disputes related to acquisition, rehabilitation, compensation, since a large number of cases on these issues have come up in the recent past and the DRDL is in need of a Consultant with experience and knowledge in handling such issues in accordance with law and to safeguard the interest of Lab and Union of India.

B. The Expertise/Skills/knowledge required for engagement as consultant.

The consultant proposed for appointment is required to be conversant with Government rules and regulations, statutory provisions under Land acquisition laws. He should have thorough knowledge of legal procedures with excellent drafting skills and experience in handling these legal matters in Government of India.

C. Outline of the tasks to be carried out :-

The consultant will support/provide assistance to DRDL in :

- a) Preparation of Affidavits/ Counter Affidavits/Reply Statements in various courts/Tribunal cases.
- b) Assist in briefing the Government Standing Counsel/Asst. Solicitor General of India/Additional Solicitor General of India.
- c) Assist in getting approvals to draft replies from DRDO Head Quarter and M/o Law & Justice.
- d) Maintenance and, upkeep of legal record / files of land cases.
- e) Follow up in legal matters
- f) Reporting with updates on legal matters pending and settled
- g) Preparation of replies to Legal Notices
- h) Assist the Lab in enforcement of Statutory Norms Coordination with State Government/Collectorate, Revenue Department and DRDO HQrs. (RD-28) Officials in connection with Court Cases.
- i) Any other job assigned by Lab Director on need basis from time to time.

D. Estimated time period required for completion of Tasks :-

At present there are around 54 ongoing cases related to land acquisition/rehabilitation/compensation. The number of cases is continuously on the rise due to a large number of beneficiaries and litigants. The estimated time of completion of tasks is approximately minimum one year. However depending upon the orders/directions/approvals/sanctions for settlements the term is likely to be extended. The engagement of consultant will be on full time basis and the consultant will not be permitted to take up any other assignment during the period of consultancy with DRDL. The consultant will have to register the arrival and departure timings.

Post Code	2020/DRDL/002
Advertisement No.	DRDO/DOP/Consultants/01/2020
No. of Posts	01 (One)
Where to apply	The Director, Defence Research & Development Laboratory (DRDL) Dr. APJ Abdul Kalam Missile Complex, DRDO, Ministry of Defence Kanchanbagh, Hyderabad, Telangana-500 058 Contact No: 040-2458 3017/ 3002 Email: cao@drdl.drdo.in
LAB/ Estt/ Unit (Work Place)	DRDL (QRSAM), Hyderabad
Category	Technical
Pay Level of Retired official	Level 13
Maximum Remuneration	As per para 2.3 of Advertisement No. DRDO/DOP/Consultants/01
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
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Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required.**

Preferably Science/Engineering back ground with knowledge of Radars & SAMs.

B. The Expertise/Skills/knowledge required for engagement as consultant.

Preferably Ex-Army Officer equivalent to Colonel who is having knowledge of Surface to Air Missile Technologies preferably QRSAM System, with liasioning skills.

C. Outline of the tasks to be carried out :-

To facilitate the smooth conduct of User Trials and Mobility Trials of QRSAM, the tasks for the consultant are:

- a) Technical and operational capability aspects of documentation of weapon system, preparation for the field evaluation trials and its transition from development to production and induction.
- b) Ensure successful completion of the User Trials of the Project in the form of user acceptance and final induction into services.
- c) To coordinate with system managers of all the DRDO work centers for technical documentation and user and operational manuals.
- d) To coordinate for compliance of action points of CDRs.

D. Estimated time period required for completion of Tasks :-

Preferably 24 months from the date of approval.

Post Code	2020/DHRD/003
Advertisement No.	DRDO/DOP/Consultants/01/2020
No. of Posts	01 (One)
Where to apply	The Director, Directorate of Human Resource & Development DRDO HQ, Ministry of Defence, DRDO Bhawan, Rajaji Marg, New Delhi-110 011 Contact No: 011-2300 7259/ 7253 Email: dhrd@hgr.drdo.in
LAB/ Estt/ Unit (Work Place)	DHRD,DRDO HQ Delhi
Category	Admin
Pay Level of Retired official	Level 13
Maximum Remuneration	As per para 2.3 of Advertisement No. DRDO/DOP/Consultants/01
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
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Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required.**

Cadre Management, Recruitment Rules, Administrative & Establishment matters and Court Cases related to these domains.

B. The Expertise/Skills/knowledge required for engagement as consultant.

- The consultant should have thorough knowledge, expertise and at least 10 years of experience in dealing with Cadre Management, framing of Recruitment Rules, Reservations in Govt, Promotion schemes (DPC & Merit based FCS) and related Legal Matters.
- The consultant having minimum five years' experience in above domain at DRDO will be preferred.
- The consultant should have experience of independently dealing with subject matter as a Head of the Group/ Division in the Department.
- The pay level of retired govt official shall be Level-13.

C. Outline of the tasks to be carried out :-

- To render expert advice and suggestions on matters related to Cadre management for expediting ongoing Cadre Review proposals of DRDO and initiation of new proposals, if any.
- Compilation and documentation of Recruitment Rules of DRTC and DRDS cadres with subsequent amendments issued time to time in the form of Handbook.
- To study, analyse and review the Recruitment Rules in light of recent govt directives and pay commission recommendations and to suggest necessary amendments or improvements in the Recruitment Rules, if any in respect of various cadres of DRDO.
- To render expert advice on:
 - Implementation of Centralised DPC and modalities to implement Central Assessment for Non-Gazetted posts of DRTC Cadre, and
 - Important Personnel matters.
- To assess the status of implementation/ compliance of various court directions related to Recruitment Rules, Special Pay, MACP, Training Allowance, Pension etc and advice on administrative matters to ensure speedy implementation of court orders within stipulated time frame
- Any other administrative task/activities as and when assigned by DG(HR)

D. Estimated time period required for completion of Tasks :-

Two years

Post Code	2020/LSRB/004
Advertisement No.	DRDO/DOP/Consultants/01/2020
No. of Posts	01 (One)
Where to apply	The Member Secretary, Life Sciences Research Board (LSRB) DRDO HQ, Ministry of Defence, DRDO Bhawan, Rajaji Marg, New Delhi-110 011 Contact No: 011-2300 7894 Email: lsrb@hqr.drdo.in
LAB/ Estt/ Unit (Work Place)	LSRB, DRDO HQ, Delhi
Category	Admin
Pay Level of Retired official	Level 06/07
Maximum Remuneration	As per para 2.3 of Advertisement No. DRDO/DOP/Consultants/01
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
Application Format	Appendix-A
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Closing Date	03 rd August 2020

Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required.**

Accounts/Finance (Level 6-7)

B. The Expertise/Skills/knowledge required for engagement as consultant.

To have practical knowledge and experience of handling Accounts/financial matters/documents of R&D Projects.

C. Outline of the tasks to be carried out :-

- (a) To deal with the finance related activities of LSRB project running across the country under grant-in-aid scheme of DRDO.
- (b) Scrutiny of Statement of Accounts (SOE) and utilization certificates (US) and other documents submitted by the Grantee institution of released grants and subsequently for the next year grant.
- (c) Preparation of financial documents and Bills for submission to PCDA R&D for release of yearly grants.
- (d) To liaise with PCDA (R&D) for timely release of grants under LSRB projects to institutes/academia.
- (e) To monitor the LSRB budget and maintain the register of release of funds.
- (f) To prepare MRO of DDs submitted by institutes/academia on account of interest and unspent balance of yearly released amount and submit the same to RBI and further to PCDA (R&D).
- (g) To reconcile LSRB project transactions.
- (h) Scrutiny of new project sanctions letters and closure of completed projects.
- (i) Preparation of documents for Audit and submission of financial closure documents to PCDA of completed projects.

D. Estimated time period required for completion of Tasks :-

Initially for one year and can be extended further for another one year.

Post Code	2020/MED&COS/005
Advertisement No.	DRDO/DOP/Consultants/01/2020
No. of Posts	01 (One)
Where to apply	The Director General, O/o MED, CoS & CS SSPL, Timarpur New Delhi – 110 054 Contact No: 011-2390 3790 Email: dgmedcos@hqr.drdo.in
LAB/ Estt/ Unit (Work Place)	O/o DG (MED&CoS) Delhi
Category	Admin
Pay Level of Retired official	Level 11/12
Maximum Remuneration	As per para 2.3 of Advertisement No. DRDO/DOP/Consultants/01
Contract/ Duration/Period	Initially one year (extendable for Second year, as decided by the Competent Authority)
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Post Specific Terms of Reference (TOR) for Engagement of Consultant**A. Discipline or domain, where engagement of Consultant is required.**

Administration & Accounts

B. The Expertise/Skills/knowledge required for engagement as consultant.

- The applicant must be a retired government employee from the Level-12 of 7CPC pay matrix or minimum 05 years of service in Level-11 of 7CPC pay matrix.
- The applicant must have relevant experience in General Administration, budget, Project expenditure, Audit requirements and Accounts matters.
- Working knowledge of Computers.

C. Outline of the tasks to be carried out :-

- General Administration & Accounts work of Establishment.
- Budget monitoring and cash out go.
- Preparation & Scrutiny of Monthly Expenditure Report (MER)
- Scrutiny of Pay Bills, TA DA Bills, Medical bills, LTC claims etc for payment.
- Co-ordination with Audit authorities and CDA.

D. Estimated time period required for completion of Tasks :-

02 years

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

Closing Date: 03rd August 2020

1.	Post Code:	
	Advertisement No.:	DRDO/DOP/Consultants/01/2020
2.	Name in Full: (in Block letters)	
3.	Date of superannuation: (DD-MMM-YYYY)	
4.	Designation at the time of Superannuation	
5.	Basic Pay & Grade Pay/ Pay Level at the time of Superannuation	
6.	Name of the the Organization last served with address	
7.	Date of birth (DD-MMM-YYYY)	
8.	Age (As on closing date of advertisement):	
9.	Gender: Male/Female	
10.	Address for correspondence :	
	E_mail :	
	Contact No.:	Mobile No: Landline:
11.	Educational Qualification (Graduation onwards):	
12.	Areas of Research : (for Scientific / Technical posts)	
	Area of Specialization : (for Admin. posts)	

13.	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)
14.	Complete list of published books / monographs Research papers etc. (for Scientific / Technological posts only)			
15.	Details of Knowledge of Computer			
16.	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 ([Appendix-B](#)) 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 and the task/ jobs assigned to him/her by the Director of the concerned Lab/Estt/Unit, where he is engaged.
2. The working hours would be that of the working hours of the lab/estt/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 enter 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 No. DHRD/DRDO CONSULANT/GUIDELINES/E/D(R&D)/2019 dt 08th Apr 2020, 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. No other facility whatsoever except remuneration and conveyance allowance shall be provided to him/her by DRDO in his/her capacity as Consultant.
9. 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.
10. Consultants shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to Govt employees.
11. Consultants shall be eligible for 08 days leave in a calendar year on pro-rata basis. The Organization would be free to terminate the service in case the absence of a consultant exceeds beyond the prescribed limit in a calendar year.
12. 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.