

Defence Res. & Dev. Orgn. (HQ)
Dte of Human Resources Development
'B' Block, DRDO Bhawan
Rajaji Marg, New Delhi-110011

Date: 18-04-2023

ADVERTISEMENT

Engagement of retired Government Officials as Consultant (Administrative Purpose) on contract basis in DRDO inviting applications thereof: Regrading

1. 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:

Sl. No.	Post Code	No. of Post	Pay Level of Retired Official	Tenure of Contract	Location
1.	2022/CEMILAC (RCMA/116)	01	7	One year and extendable as per norms	RCMA(Materials, CEMILAC, DRDO, Hyderabad)

2. **Post specific Terms of Reference (TOR) for engagement of Consultant:**

2.1 Discipline or Domain where engagement of Consultant is required

- For Administrative Support (Admin) : 01

3. **Expertise / Skills / Knowledge required for engagement of the Consultant (Administrative Support)**

- Minimum educational qualification should be Graduate in any discipline from a recognized University
- Consultant should have practical knowledge and experience in their respective areas of services for which he / she is applying.
- The applicants must have good working knowledge of computer in M S Office.
- The applicants should have and experience handling the respective services independently
- The minimum pay level of the retired officials should be Level 7 at the time of retirement.

2. **Outline of the Tasks to be carried out (Consultant for Administrative Support)**

- Service Book Entry i.e. employee service particulars like Promotion, Pay Fixation, LTC, MACP and Leaves, in-*Service Book of officers and staff, entry in all auditable registers.
- Formalities of Joining, Promotion, resignation and retirement etc., Preparation of Pension Papers, Movement Order Daily Order Part-I & II, Noting, Drafting, Office Order / Circular and Inter Office Note (ION) etc.
- Correspondence pertaining to DPC, MACP, Seniority of Admin & Allied and DRTC Cadres, Quarterly Strength Return, Court Cases, Income Tax, GeM, Monthly Returns (on provision of Pension and Gratuity)

3. General Terms & Conditions

3.1 Experience

- Officers / officials who have retired from Central / State Govt. / PSU / Autonomous Bodies / Universities / Govt. R & D Organizations and having minimum 10 years working experience in the field for which he / she is applying.
- Persons possessing experience of having worked with DRDO would be accorded preference during selection / appointment.
- 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 Govt. 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 @ Rs3000/- for pay level 7.

(b) Remuneration and Conveyance Allowance for Non-Pensioners:

A fixed monthly amount of Rs 30,000/- 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 shall also be allowed @ Rs 3000 /- For pay level 7.

(c) Draw of Pension:

A retired Govt. official appointed as consultant shall continue to draw pension and dearness relief during the period of his engagement as consultant. His/her engagement as consultant shall not be constructed as a case 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 may submit their applications in the enclosed format (as Appendix-A) along with copy of documents as referred in the applications to the **Regional Director, CEMILAC, DRDO, HYDERABAD – 500 058**. The applications can also be sent by email (rdrcma.mat.cemilac@gov.in) with the subject line “Application for Consultant” latest by 21 days from the date of publication of this advertisement. Application received after closing date will be rejected automatically without assigning any reason or intimation.

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

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETD GOVT EMPLOYEES AS
CONSULTANT IN RCMA(Missiles)**

1. Name in full :
2. Date of Superannuation: :
3. Designation at the time
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) :
- Contact No. (Mobile) :

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 post 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 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 terms and conditions for engagement of consultant.

(Signature of the applicant)

Date:

Following documents are to be enclosed by the applicant

1. Identity proof
2. Proof of address
3. Copy of PPO
4. Copy of proofs of Educational Qualification
5. Copy of Service Verification Certificate

Appendix-B

For engagement of 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, RCMA (Missiles), Hyderabad.
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 enters into the contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per para 6 of GoI 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 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 Consultant 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:

Place:

