



GOVERNMENT OF INDIA
Ministry of Defence
DEFENCE RESEARCH & DEVELOPMENT LABORATORY (DRDL)
Dr. APJ Abdul Kalam Missile Complex, Kanchanbagh PO
Hyderabad, Telangana - 500 058

Advt. No. DRDL/CONSULTANT/2023/195-196

Opening Date: 21st November 2023

Closing Date : 11th December 2023

ADVERTISEMENT

**ENGAGEMENT OF RETIRED GOVERNMENT OFFICIALS AS 'CONSULTANT'
ON CONTRACT BASIS IN DRDL, HYDERABAD AT PAY LEVEL-14 & 11**

01. 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 of Consultant on short term contract basis as per Post Specific Terms of Reference (TOR). The relevant details and eligibility criteria are given below:

| SNo. | Post_Code | No. of Posts | Pay Level of Retired Official | Category | Post Specific Terms & Conditions | Location |
|------|---------------|--------------|-------------------------------|-----------|-----------------------------------|-----------|
| i. | 2023/DRDL/195 | 01 | Level-14 | Technical | Refer Annexure-01 | Hyderabad |
| ii. | 2023/DRDL/196 | 01 | Level-11 | Admin | Refer Annexure-02 | Hyderabad |

02. **General Terms & Conditions:**

2.1 **Experience:**

- Officers / Officials who have retired from Central / State Govt., 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).
- Persons possessing experience of having worked in 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.

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

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2.3 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 be allowed @ Rs. 5000/- for Pay Level-14 and @ Rs. 3000/- for Pay Level-11.
- b. **Remuneration & Conveyance allowance for NON-PENSIONERS:** Maximum consolidated monthly remuneration and conveyance allowance shall be as under:

| SNo. | Pay Scales (Pay Scales of Employees Retired from PSUs) | *Equivalent Pay Scales of 7 th CPC | Remuneration | Conveyance Allowance |
|------|--|---|--------------|-------------------------|
| I. | Rs. 1,00,000 - Rs. 2,60,000/- | Level-14 | Rs. 75,000/- | Rs. 5,000/- |
| II. | Rs. 70,000 - Rs. 2,00,000/- | Level-11 | Rs. 50,000/- | Rs. 3,000/- |

**Equivalent is prepared based on the pay matrix of 7th CPC and revised pay scales of PSUs for the purpose of eligibility and remuneration / conveyance allowance.*

- c. **Other 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 / 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.
- 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 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.
- 2.5 Interested eligible retired officials of Central Government / State Government / PSU / Autonomous Bodies may submit their application in the enclosed format (Appendix-A) along with copy of documents as referred in the application to The Director, Defence Research & Development Laboratory (DRDL), Govt. of India, Ministry of Defence, DRDO, Dr. APJ Abdul Kalam Missile Complex, Kancharbagh PO, Hyderabad, Telangana - 500 058, Telephone No. 040-24583017. The application can also be sent by email to doms.drld@gov.in with the subject line "Application for Consultant & Pay Level". Incomplete / ineligible applications / applications sent to address other than mentioned address or applications received after closing date will be rejected automatically without any intimation.
03. The detailed terms and conditions in annexed as [APPENDIX-B](#), which is also required to be submitted along with [APPENDIX-A](#).
04. Candidates applying for more than one Post Code required to submit separate application for each Post Code.
05. Last date of receipt of application is **11th DECEMBER 2023**.

POST SPECIFIC TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS

- (i) Whether the proposed engagement is against vacant post or for specific work or project.
- Yes, it is specifically intended for specific task of review of Design, Integration, Testing and Evaluation of Seeker Stabilization and Tracking System (SSTS) for Projects at Missile Complex.
- (ii) Precise statement of Objective for appointment of Consultant:
- RF seeker is one of the crucial sub-systems in the missile, therefore consultant has to optimize its design, testing and evaluation.
- (iii) Category of Work: **Technical Work**
- (iv) Discipline or domain, where engagement of consultant is required.
- The proposed engagement is for specific task of Design review, Integration, Testing & Evaluation of Seeker Stabilization of Tracking System (SSTS) and support in establishment of production agencies through concurrent development approach to minimize the Time Lines.
- (v) The expertise / skills / knowledge required for engagement as consultant.
- The individual shall have minimum 25 years of work experience in the areas of Design, Development, Integration, Testing and Evaluation of RF and IIR Seekers.
- (vi) Outline of the tasks to be carried out: -
- RF Seeker is one of the crucial sub-systems in the missile, therefore consultant has to optimize its design, testing and evaluation.
 - Monitor and review the TSQD Documents.
 - Guidance for conducting Maintainability and Evaluation Trials.
 - Participate and guidance in Integrated Missile Qualification tests.
 - Review and participation in EMI / EMC tests.
 - Review of sub-system qualification tests.
 - Performance evaluation of Seekers in Pre and Post Flight Trials.
 - Standardization of processes to streamline productivity.
 - ToT and documentation of seekers.
 - Establishing production facilities and Interaction with Industry partners.
 - Up-gradation of Seekers Technology and functionalities to mitigate all types of engagement scenarios with different targets.
 - Indigenous development of critical components to further increase the indigenous content.
- (vii) Estimated time period required for completion of Tasks:
- ONE YEAR and extendable as per norms.**

POST SPECIFIC TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANTS

- (i) Whether the proposed engagement is against vacant post or for specific work or project.
- Yes, it is specifically intended for specific task for Projects Finance, Assist in New Project Formulation, Project Closure, Liaison with Audit Teams of DRDL
- (ii) Precise statement of Objective for appointment of Consultant:
- Project Finance, Assist in New Project formulations, Project Closure, Accounting, Sanctions, PDCs, Audit observations, Technical logistics etc.
- (iii) Category of Work: **Administrative (Accounts)**
- (iv) Discipline or domain, where engagement of consultant is required.
- The individual should have well versed with Project Accounting / Finance, Financial Powers, Procurement activities and Project formulations.
- (v) The expertise / skills / knowledge required for engagement as consultant.
- The individual should have at least 18 years of experience in Project Accounting / Finance, Project Closure, handling of audit observations, technical logistics etc. Also, must have knowledge and acquaintance in Directives for Project Formulation & Management 2021 (DPFM), DRDO Procurement Manual and latest Delegation of Financial Powers.
- (vi) Outline of the tasks to be carried out: -
- Draft preparation of New Project Proposals with Financial formulation for presentation of Peer Committee, Cost Committee & DMC before final approval of the CFA.
 - Preparation of proposals for extension of PDC and re-appropriation of fund/additional fund to the existing Projects.
 - Scrutiny of Financial proposals, obtaining sanction from respective CFA's and conveys the same to respective demanding officer.
 - Support in initiating the demands for procurement of hardware, plant & machinery etc. and liaison with stores for speedy procurement process.
 - Maintenance of mandatory expenditure cards, statutory record / registers pertains to projects for submission to audit authorities.
 - Scrutiny the monthly expenditure record pertains to the respective projects and liaise with PCDA (R&D) for corrections if any.
 - Support in selection of hiring of manpower for undertaking the job work packages and their payments.
 - Support in hiring of vehicles for local movements and goods transport vehicles and processing their sanction and payments.
 - Liaison with all the participating laboratories and support in maintain proper accounting procedures to avoid audit observations and delay at the time of closure of the project.
 - Support in all administrative and logistics activities at Laboratory Level and during flight trials being held at various locations.
 - Support in conducting seminars, meetings and assist in preparation of minutes of the meeting.
- (vii) Estimated time period required for completion of Tasks:
- ONE YEAR** and extendable as per norms.

**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) |
|--------------------------|------|----|--------------------------------|
| | | | |
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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 LABS /ESTTS / UNITS OF DRDO

01. 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.
02. The working hours would be that of the working hours of the Lab/Estts/Unit where he is engaged.
03. 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.
04. The consultancy will start for a period of one year from the date he / she enters into the contract agreement with DRDO.
05. The consultant shall be paid remuneration and conveyance allowance as per the para 6 of GoI letter no. DHRD/DRDOCONSULTANT/GUIDELINES/E/685/D(R&D)/2022, Dated: 06 July 2022. The remuneration for services rendered in a month shall be payable in subsequent month.
06. Secretary DD (R&D) shall have the right to examine / review / terminate the consultancy services provided by him / her at any time.
07. The consultant shall perform his / her obligations under his / her consultancy with all necessary skills, diligence, efficiency and economy.
08. The consultant shall meet high standard for ethics and integrity under the agreement of appointment.
09. 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.

(Signature of the Applicant)
Name

Date:

Place: