



GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
DEFENCE RESEARCH & DEVELOPMENT ORGANISATION (DRDO)  
OFFICE OF DIRECTOR GENERAL (ACE)  
ARDE CAMPUS, PASHAN, PUNE 411021

**CIRCULAR**

**Subject : Engagement of Retired Government official as 'Consultant' on contract basis  
in the Office of DG (ACE) : Inviting application thereof - reg.**

1. DRDO/Office of DG(ACE), Pune invites applications from Retired officials from Central Government/State Government/PSU/Autonomous Bodies having considerable experience of functioning in 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.

- |   |   |   |
|---|---|---|
| 1) No. of Consultant & Category                 | : | 01 (Senior Private Secretary)                       |
| 2) Pay Level in which consultants are required. | : | Pay Level - 8 (1 Post)                              |
| 3) Tenure of Contract                           | : | Initially for one year and extendable as per norms. |
| 4) Terms of Reference (TOR) of Consultancy      | : | As per Annexure C                                   |

**2. Experience :**

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

#### 4. Remuneration :

The details of Remuneration and Conveyance Allowance are as follows:

##### a) Remuneration and Conveyance allowance for Pensioners:

Post Code	Pay Level of the Position	Consolidated Remuneration Per Month	Conveyance Allowance
2024/DG(ACE)/01	Level - 08	* Rs. 40,000/-	Rs. 3,000/-

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

b) **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, reimbursement of telephone/internet resources 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.

5. **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.

6. 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. The broad terms and conditions of the contract is annexed at Annexure - B.

7. Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their duly completed applications in the enclosed FORMAT at Annexure 'A' along with copy of the documents as referred in the application to 'The Director General (ACE), Office of DG(ACE), ARDE Campus, Pashan, Pune 411 021 so as to reach within 21 days from the date of publication of this advertisement. The applications along with supporting documents can also be sent by email to [dgace.hqr@gov.in](mailto:dgace.hqr@gov.in)

#### 8. List of Enclosures:

Annexure - A	Proforma of Application
Annexure - B	Broad Terms and Conditions of the Contract
Annexure - C	Terms of Reference for Post Code 2024/DG(ACE)/01

  
DS & DG(ACE)  
PASHAN, PUNE



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

1.	Post Code:	2024/DG(ACE)/01
	Advertisement No.	DRDO/DG(ACE)/Admin/Consultant/001/2024
2.	Name in Full : (in block letters)	
3.	Date of superannuation: (DD-MM-YYYY)	
4.	Designation at the time of Superannuation	
5.	Basic Pay & Grade Pay/ Pay Level at the time of Superannuation	
6.	Name of the Organization last served with address	
7.	Date of birth (DD-MM-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 (Annexure -'B' & 'C') 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/she is engaged.
2. The working hours would be that of the working hours of the Lab/Estt/Unit where he/she is engaged.
3. Under special circumstances, the Consultant could be called for services on holiday 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 Government of India, Ministry of Defence letter No. DHRD/DRDOCONSULTANT/GUIDELINES/E/685/D(R&D)/2022 dated 06<sup>th</sup> July 2022 and DHRD, New Delhi letter No. DHRD/76682/Consultant/C/M/01 dated 27<sup>th</sup> July 2022, subject to ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him/her at the current rate of DA. Mandatory deduction, if any, will be made. In case of any excess payment made, recovery of the said excess payment shall be done appropriately from the remuneration or through MRO, as applicable. 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, damage/injury suffered by him/her whatsoever arising in or out of the execution of his/her work, including travel.
11. The 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 the 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 and Conditions for engagement as consultant in DRDO.

Date:

(Signature of Applicant)

Place:

Name

**TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF CONSULTANT IN  
ADMINISTRATION/SECRETARIAL SUPPORT**

**A. Whether the proposed engagement is against vacant post or for specific Work or project**

For specific work

**B. Discipline or domain, where engagement of Consultant is required**

Administration/Secretarial Support

**C. The Expertise/Skills/Knowledge required for engagement as Consultant**

- a) The applicant must be a retired government employee from the Level - 08 of CPC pay matrix.
- b) The applicant must have relevant experience in Secretarial assistance job and office management support including liaison work.
- c) Good Working Knowledge of Computers.
- d) The applicant must have relevant experience in General Administration & finance matters, and must be familiar with general rules & regulations governing Central Government Employees.

**D. Outline of the tasks to be carried out**

- a) Secretariat and Office Management functions of the Director General (ACE)'s Secretariat.
- b) Necessary liaison and coordination for the effective discharge of functions of the Director General (ACE)'s Secretariat.
- c) Screening of telephone calls and visitors in a tactful manner.
- d) To handle travel related requirements of Director General (ACE)
- e) With concerned authorities/agencies to facilitate smooth travel movement, Protocol management etc.
- f) Preparation financial documents and bills for submission to CDA (AO & R&D) for release of TA/DA claims of Director General (ACE)'s TD Movements.
- g) General Administration & Establishment matters, inter-ministerial liaisons for smooth communication and movement of files/DAK.
- h) Liaisoning and coordinating with the offices to facilitate official visits of VVIP and dignitaries including foreign visitors/ delegations.
- i) Any other administrative task/activities as and when assigned by Director General (ACE).

**E. Estimated time period required for completion of Tasks.**

Initially one year (extendable for second year, as decided by the Competent Authority).