

Government of India
Ministry of Defence
Defence Research and Development Organization
Defence Geo Informatics Research Establishment
Him Parisar, Sector-37-A, Chandigarh-160036
Advertisement No : DRDO/DGRE/ADMIN/CONSULTANTS/001/2024

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Last Date of Receipt of Applications: 03-10-2024

(with 21 days closing duration)

Engagement of Retired Government Employees as "Consultant" in DGRE, Chandigarh on Contract basis.

1 DRDO/DGRE invites applications from Retired employees 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.

2. **Brief Description about the Requirement: -**

Sr No	Nos of Post	Pay Level of Retired official	Category	TOR (Term of Reference)	Contract duration/period	Location
(i)	2024/DGRE/224	Level-12 of Pay Matrix as per approved 7 th CPC	Technical	Enclosed (Annexure-I)	One (01) year and extendable as per norms	DGRE Chandigarh
(ii)	2024/DGRE/225	Level-12 of Pay Matrix as per approved 7 th CPC	Technical	Enclosed (Annexure-II)	One (01) year and extendable as per norms	DGRE Chandigarh
(iii)	2024/DGRE/226	Level-6/7 of Pay Matrix as per approved 7 th CPC	Admin	Enclosed (Annexure-III)	One (01) year and extendable as per norms	DGRE Chandigarh

3. **Eligibility Criteria:**

- a. The applicants, who have retired from Central/ State Govts, PSUs, Autonomous Bodies Universities, Govt. R&D Organizations and possessing practical knowledge, adequate experience in the field relevant to the functioning for which 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. Possessing effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his/her areas of work.
- d. The applicant must have had unblemished Service record.

- e. 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.
- f. The application must have retired at prescribed Pay Level as mentioned above.
4. **Age Limit:** The maximum age limit of the applicant shall not be more than 63 years as on the closing date of receipt of the application.
5. **Procedure for Appointment:** -
- a. The applications received by the **Closing Date** shall be preliminarily scrutinized/examined, as regards fulfillment of Basic Eligibility Criteria and the TOR, by a locally-constituted Committee. Subsequently, a duly-constituted Screening committee shall scrutinize the applications to assess the suitability of the applicants, and short-list the applicants, keeping in view the eligibility criteria, requirement (TOR), GFR provisions and the relevant Guidelines.
- b. The merit wise panel recommended by the Screening Committee for appointment, including wait-listed candidates, shall be valid for six (06) months.
- c. The offer of appointment, containing the Terms & Conditions of engagement, shall be issued by the Directorate of Personnel, DRDO HQ after obtaining the approval of the Competent Authority on the recommendations of the Screening Committee.
- d. On receipt of the Offer the, Consultant shall be required to submit the following documents; -
- (i) Letter of Consent;
 - (ii) Contract Agreement, duly signed, in the prescribed pro forma (enclosed);
 - (iii) No-Disclosure Agreement – Confidential Clause with the Government of India, and Ethics & Integrity Clause (proforma of both enclosed, both duly signed);
 - (iv) An undertaking towards acceptance of the Terms & Conditions contained in the Offer of Appointment.
- e. Before the Contract Agreement is executed, the employing office shall carry-out the pre-appointment activities of verification of relevant documents like PPO, Medical Fitness Certificate, Police Verification, etc.
- f. The selected candidate shall be required to sign the Contract Agreement and Non-Disclosure Agreement (03 copies, each) on a Non-Judicial Stamp Paper of Rs. 500/- with the employing officer (as per the proforma prescribed).
6. **Terms and Conditions governing the Engagement:** -
- a. The "Consultant" shall perform the job(s) /task(s) as per the Terms of Reference (TOR) enclosed herewith at Annexure-A, Annexure-B & Annexure-C respectively.
- b. The engagement of a retired Government servant as 'Consultant' shall not be construed as case of 're-employment'.
- c. The 'consultant' shall not exercise any statutory, legal or financial power(s)
- d. The appointment as 'Consultant' shall be of a temporary (non-official) nature against the specific job(s) and the 'consultant' shall not be entitled for any benefit/compensation/absorption/regularization of service with DRDO.

- e. The engagement as 'Consultant' shall be initially for the contractual duration of one (1) year only (from the date of engagement), which is extendable by another year as decided by the Competent Authority.
- f. The 'Consultant' appointed shall, in no, represent or give opinion or advice to others in any manner which is averse to the interests of the Ministry of Defence/Department of Defence R&D/DRDO, nor will he/ she indulge in any activity outside the terms of the contractual assignment. Further, in the course of execution of his/her duties under the contract, he/she declare the arising 'conflict(s) of interest' (if any) and shall refrain from advising/influencing on any such matters.
- g. The 'Consultant' shall under no circumstances, share data and information with any bilateral agency/multilateral agency or with any person/institution without the specific prior approval of the Chairman DRDO/Secretary DD (R&D) to the effect.
- h. The 'Consultant' shall not publish any article based on the data, inputs & information obtained during the course of his/her official assignment, without obtaining specific prior approval of the Chairman DRDO/Secretary DD (R&D).
- i. The Intellectual Property Rights (IPR) of the data & deliverables shall be the exclusive property of DRDO only.
- j. The 'Consultant' shall hand over the entire set of records of the assignment to DRDO before expiry of the contract and before release of the final payment, whichever is earlier.
- k. If the 'Consultant' fails to perform/address the assigned jobs/tasks or if the quality of the delivered output is not to be satisfaction of the employing office or if the laid-down time-schedule is not adhered to by the 'Consultant' or if the 'Consultant' is found lacking in honesty & integrity or is unauthorized absent from work, or at any time without assigning any reasons, the contract entered into may be terminated by the Competent Authority, by giving a prior written notice of one (01) week.
- l. The 'Consultant' may also resign from the assignment by giving a prior notice of one (01) month. Payment of one (01) month's remuneration, in lieu of notice period, by either side may be considered at the discretion of the Competent Authority.
- m. The Competent Authority for settling any dispute arising out of the terms & conditions of the contract or for interpreting any of the terms & conditions of the contract or for any uncovered conditions(s) shall be DG (HR), DRDO whose decision shall be final & binding upon the 'Consultant'.
- n. Periodic Monitoring of Performance & Deliverables shall be carried-out by the employing office in accordance with the provisions contained in the relevant Guidelines.
- o. The detailed General Terms & Conditions, enclosed herewith at **APPENDIX- 'B'** shall be **applicable**.

7. Remuneration and Conveyance allowance for Pensioners, Non Pensioners and Applicants retired under NPS are as under: -

(a) Remuneration and Conveyance allowance for Pensioners: -

Sr No.	Post Code	Remuneration	Conveyance Allowance
1.	2024/DGRE/224	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.	₹ 5000/- for Pay Level 12
2.	2024/DGRE/225		
3.	2024/DGRE/226	The amount so fixed shall remain unchanged for the term of the contract.	₹ 3000/- for Pay Level 6/7

(b) Remuneration & Conveyance allowance for Non Pensioners: -

Sr No	Post Code	Pay Scale (Pay Scales of retired PSUs)	Equivalent pay scales of 7 th CPC	Remuneration	Conveyance Allowance
1.	2024/DGRE/224	₹80,000-₹2,20,000	Level-12	₹60,000/-	₹ 5,000/-
2.	2024/DGRE/225	₹80,000-₹2,20,000	Level-12	₹60,000/-	₹ 5,000/-
3.	2024/DGRE/226	₹30,000-₹1,20,000 ₹40,000-₹1,40,000	Level 6/7	₹30,000/-	₹ 3,000/-

*Equivalence 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) Remuneration and conveyance allowance for govt. employee retired under National Pension Scheme (NPS):-An amount equivalent to 30% of the last basic Pay as drawn at the time of retirement shall be deducted from last basic pay and the resultant amount shall be the fixed monthly amount as remuneration. 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:

₹3,000/- up to Pay Level-11

₹5,000/- for Pay Level-12.

8. **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 Grady Pay/Pay Level (as may be applicable) from which he/she retired.
9. The 'Consultant' shall follow the normal working of the employing office. However, as work exigencies may demand, he/she may be required to work beyond the stipulated working hours.
10. **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 consultant. His/Her engagement as consultant shall not be construed as a case of re-employment.

11. **Leave:** Paid Leave of absence, at the rate of 1.5 days each completed month of service is admissible, however, no accumulation of leave beyond calendar year may be allowed.
12. Interested eligible retired officials of Central Government/ State Government/PSU/Autonomous Bodies may submit their applications in the enclosed FORMAT (**APPENDIX-A**) with all the requisite supporting documents received at the following address or by email to director.dgre@gov.in.

The Director
Defence Geo Informatics Research Establishment
Defence Research & Development Organisation
Him Parisar, Sector 37-A, Chandigarh-160036

13. Application received after closing date will be rejected automatically without any intimation to the applicant. DRDO reserves the right to cancel the advertisement, and not to proceed in the matter for engagement of consultant, at any stage, and accept or reject any of all applications, without assigning any reason whatsoever.
14. **Cut/off** date for receipt of the application is 21 days from the publication of the Advertisement.

DIRECTOR
DGRE, CHANDIGARH

Government of India
Ministry of Defence
DRDO

Terms of Reference (ToR) for Engagement of Consultant

- (i) **Whether the proposed engagement is against the vacant post or for specific work or project;**
Engagement of the Consultant is for the Specific Work, however, another tasks can be assigned on need basis.
- (ii) **Precise Statement of Objectives for Appointment of Consultant:**
- Avalanche Hazard Mapping, Zone Planning of Avalanche sites and Preparation of Avalanche Atlases of different axes of J&K, Ladakh, HP and other area of responsibility (AoR).
 - Support in Works related tasks and out sourced manpower.
- (iii) **Category of Work:**
- Technical Work** (b) **Administrative/Secretarial Work**
 - Technical Work supported by Works related tasks and out-sourced manpower.
- (iv) **Pay Level of Consultant (at the time of retirement/superannuation)**
Pay Level-12
- (v) **Discipline or domain, where engagement of consultant is required:**
- Preparation of Avalanche Hazard mapping, zone planning of avalanche sites.
Preparation of Avalanche atlases of various road/off track Axes.
 - Managerial support in preparation of Statement of Cases finalizing Board Proceedings and all other documentation related to on- going and up-coming tasks at DGRE, Chandigarh and other RDCs, MMCs and field locations.
- (vi) **The Expert/Skills/Knowledge required for engagement as consultant.**
- The applicant must be a retired government employee from the pay Level -12 of 7th CPC matrix.
 - Expertise in snow bound and avalanche prone areas of Indian Himalaya.
 - Knowledge of avalanche identification, registration and generation of avalanche hazards maps.
 - Calculation of L& X Sections, Avalanche flow parameters and avalanche forces.
 - Preparation of Avalanche Atlases.
 - 10 to 12 years' experience in monitoring and managing out sourced manpower and all other works related documentation and its implementation.
 - Knowledge of Labour Laws viz. :-
 - Contract Labour Act
 - Payment of Wages Act
 - Minimum Wages Act
 - Implementation of above mentioned acts in the Establishment.
- (vii) **Outline of the tasks to be carried out:-**
- Avalanche Hazard mapping Zone Planning of various road axes.
 - Preparation of Avalanche Atlases.
 - Utilisation of expertise in works related matter.
 - Implementation of various contract Labour Acts in the Establishment.
- (viii) **Estimated time Period Required for Completion of Tasks.**
Initially for one year which may be extendable for second year, as decided by the Competent Authority.

Government of India

Ministry of Defence

DRDO

Terms of Reference (ToR) for Engagement of Consultant**(i) Whether the proposed engagement is against the vacant post or for specific work or project;**

The proposed engagement is mainly for the project work however, specific work may be assigned as per the expertise of the individual on need basis of lab.

(ii) Precise Statement of objectives for appointment of consultant:**(a) Discipline or domain, where engagement of consultant is required**

Projected related techno-managerial activities, management & supervision of generation of Geo-spatial database, integration of Geo-spatial Database in GIS platform, to provide guidance in the development of the repository of different geo spatial data sets and its evaluation. Technical support in timely acquisition and analysis of subscription based High resolution satellite data as per the requirement, Field investigation for terrain characterization.

(b) The expertise/skills/knowledge required for engagement as consultant

Expertise is snow and avalanche prone terrain characterisation of Indian Himalaya, generation of digital database and analysis of satellite data, retrieval and analysis of terrain parameters, identification and mapping of avalanche hazards & glacier hazards area, investigation & refinement of the safer routes sites in avalanche prone areas.

(iii) Category of Work:

(a) Technical Work (b) Administrative/Secretarial Work

(iv) Pay Level of Consultant (at the time of retirement/superannuation)

Pay Level-12

(v) Outline of tasks to be carried out:-**(a) Technical support for the following:**

- Processing of HR Satellite data and thematic maps generation.
- Mosaicking and subset of satellite data.
- Extraction of topographic features using DEM.
- Mapping of different surface features using HR Images/DGRE maps/DEM.
- Land use (Settlements/Camps, Roads, Tracks and Manmade features)
- Land cover (Vegetation cover, Barren/Rocky, Glaciers)
- Drainage pattern, Stream orders and river beds.
- Marking/Digitization of Avalanche sites using HR images.
- Digitization of Glacier boundaries.
- Digitization of Lakes, Glacial lakes, dams hanging ice mass areas.
- Landslide zones marking and mapping

(b) To supervise the maintenance of project files, register, records etc.

(c) Assistance in preparation of analysis report, project briefings and audit documents on requirement basis.

(vi) Estimated time Period Required for Completion of Tasks.

Initially for one (01) year to be extended for next year based on feedback and submitted progress report, upon approval of the competent authority.

Government of India
Ministry of Defence
DRDO

Terms of Reference (ToR) for Engagement of Consultant

(i) Whether the proposed engagement is against the vacant post or for specific work or project;

For Specific work.

(ii) Precise Statement of Objectives for Appointment of Consultant:

- (a) Maintenance and reconciliation of Cash Books.
- (b) Preparation of Statements for settlement of pending audit observations.
- (c) Preparation of pending bills related to field offices.
- (d) Preparing reply to Income Tax notices related to old case of TDS.

(e) (iii) Category of Work:

- (a) Technical Work
- (b) Administrative/Secretarial Work

(iv) Pay Level of Consultant (at the time of retirement/superannuation)

Pay Level-6 & 7

(v) Discipline or domain, where engagement of consultant is required:

Finance/Accounts/Cash

(vi) The expertise/skills/knowledge required for engagement as consultant.

- (a) The application must be retired government employee in Pay Level 6 /7 of 7th CPC pay matrix.
- (b) Proficiency in maintaining Cash Books, preparation of settlement bills, organising and preparing data for settlement of Audit observations, submitting Auditable document to Audit/Inspection party.

(vii) Outline of the tasks to be carried out:-

To Provide consultancy and assistance in.

- (a) Preparation and dealing hand level scrutiny of Establishment bills.
- (b) To provide real time assistance in disbursement of Imprest Advances and settlement of bills related to Imprest Account and recording of entries in Cash Books (Public Fund and Imprest)
- (c) Preparation of records/data in consonance with Audit requirement: Following up settlement of MROs with banks, following up bills passing and budget utilization with CDA.

(viii) Estimated time Period Required for Completion of Tasks.

Initially for one year which may be extendable for second year, as decided by the Competent Authority.

PROFORMA OF APPLICATION FOR ENGAGEMENT AS CONSULTANT IN DRDO

1	Post Code			
	Advertisement No.:	DRDO/DGRE/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 records of services rendered in Organizations/Estts before superannuations: (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 /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 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/DRDO CONSULANT/GUIDELINES/E/685/D(R&D)/2022 dated 06 July 2022, issued under Govt letter No. DHRD/76682/Consultant/C/M/01 dated 27 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. 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. The Consultants 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 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 of consultant in DRDO.

Date:

Place:

(Signature of Applicant)

Name: