

Instruments Research and Development Establishment (IRDE)
Defence Research and Development Organisation (DRDO)
Ministry of Defence, Government of India
Dehra Dun, Uttrakhand-248008

Subject: ENGAGEMENT OF RETIRED GOVERNMENT OFFICIALS AS CONSULTANT ON CONTRACT BASIS IN (IRDE) DRDO INVITING APPLICATIONS THERE OF-REG.

IRDE, DRDO invites applications from retired officials from Central Governemnt/States Government/PSU/Autonomous Bodies having considerable experience of functioning of Central Government Ministries/ Departments for engagement as Consultant on short term contract basis. The relevant details and eligibility criteria are given below:

- (i) **No. of Consultant** : 01 (ONE)
- (ii) **Pay Level in which consultant is required** : 11
- (iii) **Tenure of contract: One/Two Year(s)** : One year and extendable as per norms
- (iv) **Terms of Reference (TOR) of Consultancy** : As per Annexure-1
- (v) **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 TOR).
- (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.
- (vi) **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.
- (vii) **Remuneration :**
- (a) **Remuneration for Pensioners** : A fixed monthly amount shall be admissible, arrived at by deducting the basic pensions from the pay drawn at the time retirement.
- (b) **Remuneration for Non-Pensioners**: Maximum consolidated monthly remuneration shall be Rs:50000/-
- (viii) **Conveyance Allowance** : A fixed monthly amount of Rs.3000/- as Conveyance Allowance for the purpose of commuting between residence and the place work shall be allowed.
- (ix) 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. The Broad terms and conditions of the contract is annexed at Annexure-2.
3. Interested eligible retired officials of Central Government/States Government/PSU/Autonomous Bodies may submit their application in the enclosed format (Annexure-3) along with copy of documents as referred in the application to the Director, IRDE, Raipur Road, Dehradun (Uttrakhand) 248008. The applications can also be sent by email at director.irde@gov.in. The closing date for receipt of applications will be 21 days from the date of advertisement.

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**Government of India
Ministry of Defence (DRDO)
Terms of Reference (TOR) for Engagement of Audit Consultant for post code
2024/IRDE/222**

- (1) **Whether the proposed engagement is against vacant post or for specific project:**
Specific Work of handling the audit matters or the Lab.
- (2) **Precise statement of objectives for appointment of Consultant and discipline or domain where engagement of consultant is required:-** The service of the consultant are Primarily required to assist the officers involved in handling the audit work of the Lab.
- (3) **Category of Work:** Administrative
- (4) **Pay level of consultant (at the time of retirement/superannuation):** Level 11
- (5) **Discipline or domain, where engagement of Consultant is required:** Audit related documentation and correspondence.
- (6) **The expertise/Skills/knowledge required for engagement as Consultant :** The applicant must have prior experience of handling correspondence related to evacuation/monitoring/planning/documentation of Defence R&D Projects and a prior experience in handling Defence procurement proposals with a working knowledge of Defence procurement procedures, manuals, such as GFR-2017 ,PM-2020 of DRDO, etc. The applicant must have a sound working knowledge of computers good writing skills, with a strong flair for in-depth examination of his/her areas of work. He/she must have strong knowledge on all Govt. audit matters such as MFAI, IAR, CAG audit correspondence, LAO audit and its related correspondence, post contract audit and GFR.
- (7) **Outline of the tasks to be carried out:** Supporting the concerned officers in handling all Test audit/Local audit matters.
- (8) **Estimated time period required for complete task**
Initially one year (extendable for second year, as decided by the competent authority)

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/Estts/Unit, where he is engaged.
2. The working hours would be that of the working hours of the Lab/Estts/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 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 dated 06 July 2022, subject to the ceiling that remuneration plus pension drawn by the consultant shall not be more than the last 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 whatsoever arising in or out of the execution of his/her work, including travel.
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

_____ (Name of the Consultant), S/O _____ hereby agree unconditionally with all above referred Terms & Conditions for engagement as consultant in DRDO.

Date:
Place:

(Signature of Application)
Name



12. Complete records of services rendered in Organization/ Estts before superannuation: (with special reference to the experience in the level of posts for which application is made)

Post Held with Pay Level	From	To	Subject Handled (in brief)

13. Complete list of published books/monographs Research papers Etc. (for Scientific/ Technology 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 :

- a) Identity Proof
- b) Proof of Address
- c) Copy of P.P.O
- d) Copy of proofs of Educational Qualification
- e) Copy of Service Verification Certificate

