

**Government of India
Ministry of Defence
Defence Research & Development Organisation
O/o Director General (MED & CoS)**

Dated: 31-Oct-2022

Date of Publication on DRDO Website: 01-Nov-2022

Last Date for Receipt of Applications: 22-Nov-2022

(with 21 days' closing duration)

ADVERTISEMENT / NOTICE

Subject: Inviting Applications for Engagement as 'Consultant' in DRDO on Short-Term Contract Basis.

1. On the subject matter, DRDO invites applications from the eligible persons for engagement as a 'Consultant' on short-term contract basis. The relevant details, eligibility criteria and various Terms & Conditions governing the engagement are contained below.

2. Brief Description about the Requirement:-

Post Code	No. of Consultant(s) to be Engaged	Pay Level of the Retired Officer	Category	Tenure of Contract	Location
2022(1)-OoAC/109	01	Level-8 of Pay Matrix as per approved 7 th CPC recommendations <i>or</i> Equivalent IDA Pay Scale for PSU retirees to be Rs. 50,000/- to Rs. 1,60,000/-.	Admin./ Secretarial	One (01) year, extendable on need & performance basis.	Delhi

3. Eligibility Criteria:-

- i) The applicant must have retired from the service of Central/State Government, PSUs, Autonomous Bodies, Government Universities, Government R&D Organisations, and possessing practical knowledge, adequate experience & experience in the field relevant to the functioning for which applying.
- ii) The applicant must have prior experience in general office / secretariat management, liaison, co-ordination, documentation work, and be highly-skilled in shorthand & typing, preferably in Defence R&D / project-oriented organisation, and having been associated with HOD/HOO offices.
- iii) The applicant must have had unblemished Service record.
- iv) The applicant must have had experience in handling security-sensitive and classified correspondence, exercising due discretion.
- v) The applicant must have working knowledge of computers.
- vi) Persons possessing experience of having worked with DRDO would be accorded preference during selection/appointment.
- vii) Possessing effective communication (both oral and written) and interpersonal skills, with a strong flair for in-depth examination of his/her areas of work.
- viii) The applicant must have retired at least fifteen (15) days before the closing date.
- ix) The applicant must have retired at Level-8 of the Pay Matrix as per approved 7th CPC recommendations. [Equivalent IDA Pay Scale for PSU retirees shall be Rs. 50,000/- to Rs. 1,60,000/-.]

5 IN WITNESS THEREOF, of the party of THE FIRST PART
.....(name) and Director,
(Lab./Estt./Unit/Offices' Name) of the Department of Defence Research and Development,
Ministry of Defence for and on behalf of the President of India have herein to set and subscribed
their respective hands on the day, month and year as mentioned above.

Executed by

Witness – 1

Witness -2

Executed by the President of India

Through -----

Director -----

Department of Defence Research and Development, Ministry of Defence

At ----- in the presence of