



Advt. Ref : ADA:CR04/24

14<sup>th</sup> June 2024

### Sub: Requirement of Consultants in ADA

ADA invites applications from retired officials from Central Government/ State Government and their Autonomous Bodies / PSU(s) / having considerable experience of functioning in State/Central Government offices / Ministries / Departments for engagement as 'Consultant' in Non-Technical area. The details of the requirement is given below:-

Post SI No.	Area of Engagement	Min Pay Level at the time of Retirement	Vacancy	Annexure No. (for details of the post)
1.	Secretarial Matters	Pay Level- 9/10/11	03	<a href="#">Annexure-1</a>
2.	Finance & Accounts	Pay Level-10/11/12	01	<a href="#">Annexure-2</a>
3.	Admin / Establishment / Human Resources	Pay Level-10/11/12	02	<a href="#">Annexure-3</a>

#### 2. General Terms & Conditions:

**Eligibility Criteria:** (a) Officers/ Officials who have retired from Central and its autonomous bodies., PSUs, Govt. R&D Organizations/Armed Forces and possessing practical knowledge and experience in the field for which he/she is applying (as per TOR enclosed).

(b) 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.

(c) Persons possessing experience of having worked with ADA/DRDO would be accorded preference during selection/ appointment.

(d) 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.

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

#### 3. Remuneration:

(a) A fixed monthly consolidated remuneration shall be admissible based on the last Pay drawn in the Pay level /Pay Scale at the time of retirement from Government service. There will be no annual increment/percentage increase during the period of Consultancy. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed. The amount so fixed shall remain unchanged for the term of Consultancy. The details are mentioned in the concerned Annexure as applicable for the particular post.

(b) **Allowance:** Consultants shall not be entitled to any kind of allowance/ benefit such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CHSS, 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.

Contd...2/-

**4. Selection Procedure:**

(a) Shortlisted candidates meeting the prescribed qualification and eligibility criteria will be required to attend interview at ADA, Bangalore. An intimation on the interview schedule will be sent by mail (only) to their registered mail-ID and candidate may regularly check their mail.

(b) ADA reserves the right to relax the experience / qualification in the case of highly deserving candidates

(c) No TA/DA will be provided by ADA for this purpose. All other communication in this regard shall be made in the postal address or through email ID furnished by the candidate in his/her application.

**5. Place of Posting:** ADA Hqrs, Bangalore

6. Interested & eligible retired officials of Central Government/State Government/ PSU/Autonomous Bodies may submit their applications in the enclosed format at Annexure along with copy of documents as referred in the application to the following address: **Sr.Admin Offr-II, Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bangalore – 560 037** superscribing ‘Application for Consultant (CR04/24) /Post Sl No. \_\_\_\_\_’. **The last date to receive applications by post at ADA is 28<sup>th</sup> June 2024.**

7. **Tentative Date of Interview:** First week of July 2024.

8. Candidates willing to apply for more than one post must submit separate applications clearly mentioning the post Sl.No. with Area of Engagement in each application proforma as per Appendix-II.

**List of Enclosures:**

Annexure-1 to Annexure-3	Terms of Reference (TOR)
Appendix-I	Terms & Conditions of Engagement
Appendix-II	Proforma of Application

**Director (Admin & HR),  
ADA**

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