

**Government of India**  
**Ministry of Defence**  
**TERMINAL BALLISTICS RESEARCH LABORATORY (TBRL)**  
**Defence Research & Development Organization (DRDO)**  
**Sector-30, Chandigarh (UT) - 160030**

Dated: 3 June 2024

**Engagement of Retired Government Officials as 'Consultant' on Contract Basis in DRDO inviting applications thereof : Regarding**

DRDO invites applications for retired officials from Central Government/State Government/PSU/Autonomous Bodies having considerable experience of functioning of Central Government Ministries/Departments for engagement as Consultant on short term contract basis as per Terms of Reference (TOR). The relevant details and eligibility criteria are given below :

No. of Consultant	Pay Level in which Consultant is required	Discipline or Domain	Tenure of Contract	Location
01 (One)	Level-11	Admin	Initially one year (extendable for second year, as decided by the Competent Authority)	Chandigarh /Ramgarh

2. Specific Terms of Reference (TOR) for engagement of Consultant for Administration.

**A. The Expertise/Skills/Knowledge required for engagement as consultant**

- i) The consultant should have practical knowledge and experience of handling administrative and establishment matters.
- ii) The applicants must have relevant experience in General Administration & Finance matters, and must be familiar with general rules & regulations governing Central Government Employees.
- iii) Good working knowledge of Computers.
- iv) The consultant should have and experience of handling a section/group independently.
- v) The pay level of retired govt official shall be Level-11 minimum at time of retirement.

### C. Outline of the tasks to be carried out

- i) To handle travel related requirements of Director TBRL with concerned authorities/agencies to facilitate smooth travel movement, Protocol management etc.
- ii) Preparation of financial documents and bills for submission to CDA (AO R&D) for release of TA-DA claims of Director's TD movements.
- iii) To deal with the finance & expenditure related activities of Director' Secretariat and liaisons with concerned paying authorities.
- iv) General administration & establishment matters, inter-ministerial liaisons for smooth communication and movement of files/DAK.
- v) Liaisons and coordination with the offices to facilitate official visits of VVIP and dignitaries including foreign visitors/delegations.
- vi) Any other administrative task/activities as and when assigned by Director TBRL.

### 3. General Terms & Conditions:-

#### 3.1 Experience :

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

(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.

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

#### 3.3 Remuneration & Allowances.

(a) **Remuneration and conveyance allowance for Pensioners:** 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 so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed @ Rs. 3,000/- for pay level upto level-11.

(b) **Remuneration and conveyance allowance for Non-Pensioners:** A fixed monthly amount of Rs. 50,000/- (**For level 11**) shall be admissible. The amount shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period. A fixed monthly amount as conveyance allowance for the purpose of commuting between the residence and the place of work shall also be allowed @ Rs. 3,000/- for pay level -11.

**(c) Drawl 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.

3.4 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.

4. Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies as eligible may submit their applications in the enclosed format (Appendix-A) along with copy of documents as referred in the application to **Director, Terminal Ballistics Research Laboratory (TBRL), Sector-30, Chandigarh -160030**. The applications can be sent with the subject line "**Application for Consultant**". Incomplete/ineligible applications/applications received after closing date will be rejected automatically without any intimation.

5. The Broad terms and conditions of the contract is annexed as **Appendix-B**, which is also required to be submitted along with **Appendix-A**.

6. The Last date for receipt of application is **21 days** from the date of advertisement.

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

- 1 Name in Full :
- 2 Date of Superannuation :
- 3 Designation at the time of Superannuation :
- 4 Basic Pay & Grade Pay / Pay Level at the :  
time of Superannuation :
- 5 Name of the Organization last served with :  
address :
- 6 Date of birth :
- 7 Age ( As on closing date of advertisement) :
- 8 Gender : Male/Female
- 9 Address for correspondence :

E mail:

Contact No (Landline):

Mobile No:

- 10 Educational Qualification (Graduation onwards)

- 11 Areas of Research  
(for Scientist/Technical posts)

Area of Specialization  
(for admin. posts)

- 12 Complete records of services rendered in Organization/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)

- 13 Complete list of published books / monographs Research papers etc.  
(for Scientific/ Technological 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 particular 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 condition for engagement of Consultants.

(Signature of the Applicant)

Date: \_\_\_\_\_

Following document 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