



**GOVERNMENT OF INDIA**  
**Ministry of Defence**  
**Defence Research & Development Organization (DRDO)**  
**RECRUITMENT & ASSESSMENT CENTRE (RAC)**  
**Lucknow Road, Timarpur, Delhi – 110 054**

Advt. No. RAC/CONSULTANT-ADMIN/2024/210

Opening Date: 01 April 2024

Closing Date: 21 April 2024

**CIRCULAR**

**Subject:** Engagement of retired Government officials as Consultant on contract basis in RAC, Delhi Inviting applications thereof – reg.

1. DRDO invites applications from 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, to be positioned in Recruitment and Assessment Centre (RAC) located at Delhi. The relevant details and eligibility criteria are given below:-

Post Code	No. of Posts	Pay Level in which Consultant is required	Category	Tenure of Contract	Post Specific Terms of Reference (TOR)
2024/RAC/210	01	Level 12	Admin	One year and extendable as per norms	Refer Annexure -I

**2. General Terms & Conditions:**

**2.1 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 Terms of Reference (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.

## 2.2. 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.

## 2.3 Remuneration & Allowances:

The details of Remuneration and Conveyance Allowance are as follows:

- (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 at Rs. 5000/- for Pay Level 12.
- (b) **Remuneration and conveyance allowance for Non-Pensioners:** Maximum consolidated monthly remuneration and conveyance allowance shall be as under :-

Pay Scales (Pay Scales of Employees Retired from PSUs)	*Equivalent Pay Scales of 7 <sup>th</sup> CPC	Remuneration	Conveyance Allowance
Rs. 80,000-2,20,000/-	Level-12	Rs. 60,000/-	Rs. 5000/-

\*Equivalence is prepared based on the pay matrix of 7<sup>th</sup> CPC and revised pay scales of PSUs for the purpose of eligibility and remuneration/conveyance allowance.

- (c) **Other 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 etc. However, should they require to travel inside the country in connection with 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.
- (d) **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 a Consultant, if eligible. His/her engagement as Consultant shall not be construed as a case of re-employment.
- 2.4 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.

- 2.5 Interested eligible retired officials of Central Government/ State Government/ PSU/ Autonomous Bodies may submit their applications in the enclosed format (Appendix-A) along with copy of documents as referred in the application to **The Director, Recruitment & Assessment Centre (RAC), DRDO, Lucknow Road, Timarpur, Delhi- 110054**. The applications can also be sent by email to [director.rac@gov.in](mailto:director.rac@gov.in) with the subject line “**Application for Consultant, Pay Level & Category**”. Incomplete/ ineligible applications/ applications received after closing date will be rejected automatically without any intimation.
3. The detailed terms and conditions is annexed as Appendix B, which is also required to be submitted along with Appendix A.
4. Last date of receipt of application is 21 days from the date of publication of the advertisement.

**List of Enclosures:-**

<b>Enclosure</b>	<b>Subject / Matter</b>
Appendix – A	Proforma of Application
Appendix – B	Terms and Conditions of the Contract
Annexure – I	Terms of reference for Post Code 2024/RAC/210

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT  
EMPLOYEE AS CONSULTANT IN DRDO (Post Code – 2024/RAC/210)**

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 :
9. Address for correspondence :

Email:

Contact No (Landline):

Mobile No :

10. Educational Qualifications (Graduation onwards) :
11. Area of Specialization :

12. Complete record of services rendered in Organizations /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. Details of Knowledge of Computer :

14. 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**

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 LABS/ESTTS/UNITS OF DRDO**

1. The consultant shall perform the services as per Terms of Reference (TOR) 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 Labs/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 into the contract agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the para 6 of GoI letter No. DHRD/DRDO CONSULTANT/GUIDELINES/E/685/D (R&D)/2022 dated 06 July 2022. 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. 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**

I, \_\_\_\_\_ S/o / D/o \_\_\_\_\_ hereby agree unconditionally with all above referred Terms and Conditions for engagement of consultant in DRDO.

**(Signature of the Applicant)**

**Name**

**Date:**

**Place:**

**Terms of Reference (TOR)**

**for engagement of Consultant (Administration) at Pay Level 12 (Post Code-2024/RAC/210)**

(i) The proposed engagement is for a specific work of managing various activities/ meetings w.r.t. Direct Recruitment, Lateral Entry, LDCE etc. and assisting in the administrative assignments of this centre thus mainly for the administrative and secretarial work.

**(ii) Precise statement of objectives for appointment of Consultant**

- In order to facilitate the time bound completion of administrative and coordination related activities during recruitment/assessment cycle and in meeting the laid down objectives of the establishment.

**(iii) Category of work:**

- To be manned for Administrative/ Secretarial Services

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

- Pay Level - 12

**(v) Disciplines or domains where engagement of Consultant is required**

Experienced and domain expert to carry out administrative/ secretarial work in order to meet the deadlines and objectives of RAC effectively and efficiently.

**(vi) The expertise/ skills/ knowledge required for engagement as Consultant**

- Conversant with the Govt. rules and regulations, Recruitment Rules, legal matters, personnel matters etc.
- Should have wide experience and exposure in dealing the administrative and secretarial work in Govt. of India with good communication & interpersonal skills, noting and drafting skills, coordination / liaisoning skills etc.

- Should be comfortable working in a computerized office environment
- Should have wide knowledge and experience on record management especially in managing records and files

**(vii) Outline of the tasks to be carried out**

The Consultant engaged will support/ provide assistance and aid RAC in: -

- General administration, day to day establishment matters
- Draft notes, proposals, cases etc. on various matters pertaining to ongoing activities
- Handling legal matters
- Coordinating with officials for various activities w.r.t. recruitment and assessment
- Assisting in assessment related activities for promotion to higher grades
- Administrative Scrutiny of applications of candidates applied against the advertisements through Direct Recruitment, Lateral Entry, LDCE etc. as per the eligibility criteria and conditions
- Checking/ Verification of documents of the candidates called for interview
- Record management especially in managing records and files (proper filing, docketing, referencing, indexing of records)
- Secretarial work in Director office
- Liaisoning with the office of DCDA etc.
- Any other job assigned by the Director, RAC from time to time

**(viii) Estimated time period required for completion of tasks**

One Year and extendable as per norms.