Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
वायु वाहित प्रणाली केंद्र (कैब्स), बेंगलुरु - 560 037
CENTRE FOR AIR BORNE SYSTEMS (CABS),
BENGALURU - 560037

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Engagement of Retired Government Employees as 'Consultant' in CABS Bengaluru on contract basis

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

S. No.	No. of Consultants	Post code	Pay Level of Retired official	Category	TOR (Term of Reference)	Contract duration/ period
(i)	01	2026/CABS/341	Level-13/13A	Technical	Enclosed (Annexure I)	One year and extendable as per norms
(ii)	01	2026/CABS/342	Level -7/8	Admin	Enclosed (Annexure II)	One year and extendable as per norms
(iii)	01	2026/CABS/343	Level – 7	Admin	Enclosed (Annexure III)	One year and extendable as per norms

2. **Eligibility Criteria: -**

   a. The applicants, who have retired from Central/State Govts, PSUs, Autonomous Bodies, Universities, Govt. R&D Organisations and possessing practical knowledge, adequate experience in the field relevant to the functioning for which applying **(as per annexed TOR, as applicable)**.

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

   c. Possessing effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his/her areas of work.

   d. The applicant must have had unblemished Service Record.

   e. 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.

f. The applicant must have retired at prescribed PAY LEVEL as mentioned above.

3. **Age Limit: -** The maximum age limit of the applicant shall not be more than 63 years as on the closing date for receipt of the application.

4. **Procedure for Appointment: -**

a. The applications received by the **Closing Date** shall be preliminarily scrutinized/examined, with regard to fulfilment of Basic Eligibility Criteria and the TOR, by a locally-constituted Committee. Subsequently, a duly-constituted Screening Committee shall scrutinize the applications to assess the suitability of the candidates and short-list the applicants, keeping in view the eligibility criteria, requirements (TOR), GFR Provisions and the relevant Guidelines.

b. The merit-wise panel recommended by the Screening committee for appointment, including wait-listed candidates, shall be valid for six (06) months.

c. The Offer of Appointment, containing the Terms & Conditions of engagement, shall be issued by the Directorate of Personnel, DRDO HQ after obtaining the approval of the Competent Authority on the recommendations of the Screening Committee.

d. On receipt of the 'Offer of Appointment', the 'Consultant' shall be required to submit the following documents: -
   (i) Letter of Consent
   (ii) Contract Agreement
   (iii) Non-Disclosure Agreement
   (iv) An undertaking towards acceptance of the Terms & Conditions contained in the Offer of Appointment.

e. Before the Contract Agreement is executed, the employing office shall carry-out the pre-appointment activities of verification of relevant documents like PPO, Medical Fitness Certificate, Police Verification, etc.

f. The selected candidate shall be required to sign the Contract Agreement and Non-Disclosure Agreement on a Non-Judicial Stamp Paper of Rs. 500/- with the employing office **(as per proforma)**.

5. **Terms & Conditions governing the Engagement: -**

a. The 'Consultant' shall perform the job(s)/task(s) as per the Terms of Reference (TOR) enclosed herewith at **ANNEXURE-I, II & III (as applicable)**.

b. The engagement of a retired Government servant as 'Consultant' shall not be construed as a case of 're-employment'.

c. The 'Consultant' shall not exercise any statutory, legal or financial power(s).

d. The appointment as 'Consultant' shall be of a temporary (non-official) nature against the specific job(s) and the 'Consultant' shall not be entitled for any benefit/compensation/absorption/regularization of service with DRDO.

e. The engagement as 'Consultant' shall be initially for the contractual duration of one (1) year only (from the date of engagement), extendable for one year as per norms.

f. The 'Consultant' appointed shall, in no case, represent or give opinion or advice to others in any manner which is adverse to the interests of the Ministry of Defence/Department of Defence R&D/DRDO, nor will he/she indulge in any activity outside the terms of the contractual assignment. Further, in the course of execution of his/her duties under the contract, he/she shall declare the arising 'conflict(s) of interest' (if any) and shall refrain from advising/influencing on any such matters.

g. The 'Consultant' shall, under no circumstances, share data and information with any bilateral agency/multilateral agency or with any person/institution without the specific prior approval of the Chairman DRDO/Secretary DD (R&D) to that effect.

h. The 'Consultant' shall not publish any article based on the data, inputs & information obtained during the course of his/her official assignment, without obtaining specific prior approval of the Chairman DRDO/Secretary DD (R&D).

i. The Intellectual Property Rights (IPR) of the data & deliverables shall be the exclusive property of DRDO only.

j. The 'Consultant' shall hand-over the entire set of records of the assignment to DRDO before expiry of the contract and before release of the final payment, whichever is earlier.

k. If the 'Consultant' fails to perform/address the assigned jobs/tasks or if the quality of the delivered output is not to the satisfaction of the employing office or if the laid-down time-schedule is not adhered to by the 'Consultant' or if the 'Consultant' is found lacking in honesty & integrity or is unauthorised absent from work, or at any time without assigning any reason, the contract entered into may be terminated by the Competent Authority, by giving a prior written notice of one (1) week.

l. The 'Consultant' may also resign from the assignment by giving a prior notice of one (1) month. Payment of one (1) month's remuneration, in lieu of notice period, by either side, may be considered at the discretion of the Competent Authority.

m. The Competent Authority for settling any dispute arising out of the terms & conditions of the Contract or for interpreting any of the terms & conditions of the Contract or for any uncovered condition(s) shall be DG (HR), DRDO, whose decision shall be final & binding upon the 'Consultant'.

n. Periodic Monitoring of Performance & Deliverables shall be carried out by the employing office in accordance with the provisions contained in the relevant Guidelines.

6. **Remuneration and Conveyance Allowance:** 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: -

Category	**Remuneration**	**Conveyance Allowance**
Pensioners	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.	1. Rs. 3,000/- upto pay level - 11 2. Rs. 5,000/- for pay level 12 & above.
Non-Pensioners	**1. Pay Level- 13/13A of** the above post code – Rs. 60,000/- **2. Pay Level – 7/8** of the above post code – Rs. 30,000 / Rs. 40,000 respectively. **3. Pay Level – 7** of the above post code – Rs. 30,000/-	

7. **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, reimbursement of telephone/internet resources etc. However, the travel within the country in connection with the official work of the organisation, he/she would be entitled for TA/DA at the rate commensurate with his/her Grade Pay/Pay Level (as may be applicable) from which he/she retired.

8. The 'Consultant' shall follow the normal working hours of the employing office. However, as work exigencies may demand, he/she may be required to work beyond the stipulated working hours.

9. **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.

10. **Leave:** Paid Leave of absence, at the rate of 1.5 days for each completed month of service, is admissible. However, no accumulation of leave beyond a calendar year may be allowed.

11. Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their applications in the enclosed **FORMAT (APPENDIX – 'A')** with all the requisite supporting documents received at the following address or by email to **director.cabs@gov.in**

    The Director,
    Centre for Airborne Systems,
    Government of India, Ministry of Defence,
    Defence Research & Development Organisation
    Belur, Yemalur Post,
    Bengaluru – 560037.

12. The applications to be sent with the subject the "Application for Consultant (Post Code No.…). Incomplete/Ineligible applications/application sent to address other than mentioned address and receiving after closing date will be rejected automatically without any intimation to the applicant. DRDO reserves the right to cancel this advertisement, and to not to proceed in the matter for engagement of consultant, at any stage, and accept or reject any or all applications, without assigning any reason whatsoever.

13. The detailed General Terms & Conditions of the contract is annexed as **APPENDIX-'B'** which is to be submitted along with application **APPENDIX - A.**

14. Cut-off date for receipt of application is **21 days from the publication of Advertisement.**

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APPENDIX 'A'

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

Advertisement No.: _____ Post Code: _____

1.	Name in full (In Block Letters)	
2.	Date of Superannuation (DD-MM-YYYY)	
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	
	Email ID Contact No. (Land Line) Mobile No.	: : :
10	Education Qualifications (Graduation Onwards)	
11.	Areas of Research (for Scientific/Technical posts) Area of Specialization (for Admin posts)	

12. Complete record 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 particulars furnished above are true and correct to the best of my Knowledge and belief. I understand and agree that in 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 the circular and ready to accept all the terms and conditions (Appendix-B) 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

APPENDIX 'B'

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 (TOR) and the task/ job assigned to him / her by the Director of the concerned Lab / Estt / Unit, where he / she is engaged.
2. The working hours would be that of the working hours of the Lab / Estt / Unit where he / she 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 the Government of India, Ministry of Defence, Department of Defence Research & Development letter No. DHRD/ DRDO CONSULTANT/ GUIDELINES/E/685/D (R&D) dated 06-Jul-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. The 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 consultancy, he/she shall not be engaged in any private business or professional activity which would conflict with the interest of the Government. The engagement of Consultants is of a temporary (non-Official) nature against the specific Jobs.

DECLARATION

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

(Signature of Applicant)

Name: _____

Date: _____

Place: _____

ANNEXURE - I

Government of Indian Ministry of Defense, DRDO

Terms of Reference (TOR) for Engagement of Consultants

1) Whether the proposed engagement is against vacant post or for specific work or project: The proposed engagement of one Technical Category consultant for the services of the consultant are primarily required to assist Programme Director AEW&C Mk-1A programme and DCPP at CABS in the technical domain and in the management of the Programme including Quality Management.

2) Precise statement of Objectives for appointments of consultant: The consultant is required to have knowledge and experience to understand Airborne Mission System design and its intended requirements. The consultant should have command over Preparation of GANTT Chants, preparation of CCS note, Cost and Time estimation, Projects Proposal and well versed with the Engineering Life Cycle Management tool and project management tools. Also, it is preferred that the consultant to be conversant with procedures as per DPEM.

3) Category of work:

a) Technical work: ✓
b) Administrative/Secretarial Work: ×

4) Pay Level of consultant (at the time of Retirement / Superannuation): 13/13A

5) Discipline or domain, where engagement of consultant is required:
Educational Qualification: Engineering Graduate (BE/B Tech) with experience in DRDO Project Management (Airborne Related)

6) The expertise/skills/knowledge required for engagement as consultant: The service of the consultant are primarily required to carry out pre-project activities of AEW&C Mk-1A and DCPP at CABS in the project management & Technical domain. It is desirable to have knowledge on the Defence Programmes/ Project execution and procedures.

7) Outline of the tasks to be carried out: carrying out the pre-project activities for DAC Approved AEW&C Mk-1A programme which is a multi-discipline complex system with very stringent timeline. Towards this is a requirement of one Technical consultant to assist in handling such programee during the various phases of the life cycle of the programme with knowledge on defence Project Management /Administration. The role of consultant is to carry out all required coordination, administrative work for DcPP, and programmed management activities.

8) Estimated time period required for completion of Tasks: It is expected that the activities envisaged for proposed engagement of consultant may take minimum two years. However, depending upon the contingencies of programme/ project, the term is likely to be extended

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ANNEXURE – II

Government of Indian Ministry of Defense, DRDO

Terms of Reference (TOR) for Engagement of Consultants

1) Whether the proposed engagement is against vacant post or for specific work or project:

The proposed engagement of one Accounts Category consultant for Budget &Accounts Division (B&AD). There is an immediate requirement of an experienced and knowledgeable person to assist in the activities of B&AD.

2) Precise Statement of Objectives for appointment of consultant:

Equipment Accounting and Audit related issues including correspondences with CDA(R&D),
Others Audit Agencies (i.e., Test Audit and LAO) and User Divisions.

3) Category of Work:

a) Technical work:
b) Administrative/Secretarial Work: ✓

4) Pay Level of consultant (at the time of retirement / Superannuation): 7/8

5) Discipline or domain, where engagement of consultant is required:

Graduate in any discipline and prior experience in procurements / Accounts (Pay & Equipment)/ Govt. Audit with computer knowledge is essential

6) The expertise/skills/knowledge required for engagement as consultant:

It is preferred that consultant to be conversant with Audit, Accounts (Pay & Equipment), Delegation of Financial Power, GFR and computer knowledge.

7) Outline of the tasks to be carried out:

- Proper Accounting of all the Inventories of the lab.
- Audit Correspondences and follow-up with both Users and Audit authorities.
- Annual Verification of Inventories.
- MIS Reports in r/o Audit and Equipment Accounting.

8) Estimated time period required for completion of Tasks:

The proposed activities are progressive in nature. The proposal is initially for 1 year. However, depending upon procurement activities of ongoing and forth coming Projects/ Programme, the term is likely to be extended.

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ANNEXURE - III

Government of Indian Ministry of Defense, DRDO

Terms of Reference (TOR) for Engagement of Consultants

(i) **Weather the proposed engagement is against vacant post or for specific work or project: -** The Proposed engagement of works Services for work division in respect of project is not against any vacant post. It is for immediate requirement of an experienced and knowledgeable person to assist head, Works Division in handling specific works pertaining to ongoing & future Works Services in CABS.

(ii) **Precise statement of objectives for appointment of consultant: -** To assist Direction, Group Director and Head Works Division in CABS for timely initiation/execution & completion of ongoing & future Works activities as per existing MES & CCE (R & D) works procedures.

(iii) **Category of work:**

(a) Technical work × (b) Administrative/Secretarial Work ✓ (One Post)

(iv) **Pay Level of consultant (at the time of retirement/superannuation): 07**

(v) **Discipline or domain, where engagement of consultant is required:** Over the years, the responsibilities of the Work Division have increased Substantially due to continuous expansion of infrastructure addition of new facilities and enhancement of organizational requirements.

Civil works of this lab are executed by multiple agencies such as MES/CCE/EMU. The civil work embodies all types of Original, Capital works, Special repairs, maintenance of assets, operation of essential services and arboriculture.

Further, various infrastructure development activities are presently underway, including to acquisition of an additional land parcel approx. 1.51 acres of HAL Land on leases to CABS. In addition, around 100 acres of land parcel at Hosur (Tamil Nadu) is also being considered for future expansion and infrastructure development.

The existing land parcels of the labs is on lease and continuous liaison and coordination are required to ensure timely processing and payment of lease rent to HAL, Bangalore through DEO and EMU, Bangalore.

The workload of the Works Division has increased manifold and required dedicated technical and administrative assistance for effective management and timely execution of works services activities. Due to the specialised nature of works services activities, it is important that a consultant havi9ng domain expertise and adequate experience in DRDO, MES and CCE(R&D) Works procedure, is engaged to provide sound advice and assistance to all stakeholders for effective time bound execution and management of works related activities.

Considering the increasing responsibilities of the Works Division, including handing of administrative support functions, accounting procedures, processing of the works cases, coordination with various agencies and monitoring of maintenances activities, engagement of an experienced Consultant is considered essential for smooth functioning of the division.

Education Qualification required should be Graduation in any discipline. Working Experience in the field of civil works services will be preferred.

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

The Consultant proposed for engagement should be conversant with the existing procedures, administrative procedures and accounting/ auditing practices related with work services. The individual should also possess practical experience in handling infrastructure and maintenance related matters and should have worked at least at a supervisory level in a Government department dealing with works services and admin. The Consultant should also be comfortable working in a computerised office environment with adequate knowledge of office procedures and documentation.

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

The Consultant will be required to assist the Works Division in the following activities.

a. Monitoring and coordination of Capital, Revenue and maintenance works.
b. Processing of works cases, estimates and related documentation.
c. Liaison with MES, EMU, BESCOM, BWSSB, HAL, CCE(R&D), CGWB and other external agencies.
d. Supervision and maintenance of repair and maintenance activities.
e. Monitoring of essential services such as Conservancy services, Arboriculture services, Pest control services, AMC of RO water purifiers and other associated maintenance activities.
f. Assistance in administrative processing and accounting related procedures pertaining to works services.
g. Monitoring of timelines for timely completion of works and maintenance activities.
h. Liaison with civil authorities(HAL) regarding acquisition of land/payment of lease rentals in respect of land on lease to CABS.
i. The consultant will have to follow the official timings of CABS.
j. Supervision of all ongoing/Future Works activities and their follow up action till Tender action/Contract action until completion of work.

(viii) **Estimated time period required for completion of Tasks: -**

It is anticipated that the activates engaged for the proposed engagement many continue for a minimum period of two years. However, depending upon organisational requirements and project contingencies the term may be extended further as required. The engagement of the Consultant will be on full time basis and the Consultant shall not be permitted to undertake any other assignment during the period of consultancy with the Lab. In view of the above, approval for engagement of one Consultant for the Works Division may kindly be accorded.

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