

**Government of India**  
**Ministry of Defence**  
**Defence Research & Development Organisation (DRDO)**  
**CENTRE FOR AIRBORNE SYSTEMS, BENGALURU**

Advertisement No: CABS/ADMIN/F/6199/Consultants

OpeningDate :24<sup>th</sup>Mar 2023

Closing Date : 17<sup>th</sup>April 2023

**ADVERTISEMENT**

**ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS AS CONSULTANT'S**  
**ON CONTRACT BASIS IN CABS, BENGALURU**

DRDO invites applications for retired officers 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 Post Specific Terms of Reference (TOR). The relevant details and eligibility criteria are given below:

Sl. No	Post Code	No of Posts	Pay Level of Retired officers	Category	Tenure of contract	Location
1	2022/CABS/086	01	Level 07/08/09	Admin	One Year (extendable for second year, as decided by the Competent Authority)	Centre for Airborne Systems (CABS), Belur, Yemlur Post, Bengaluru-560037

**2. Post Specific Terms where engagement of Two Consultants-Level-7/8/9**  
**Post Code – 2022/CABS/086**

**2 (a) Discipline or domain, where engagement of Consultant is required: -**

The consultant with domain expertise in government administrative, defence auditing and accounting procedures to ensure that sound administrative/financial advice is available to Stakeholders in planning and implementing the programme by extending administrative/financial expertise.

**(b) The expertise/skill/knowledge required for engagement as consultant.**

The consultant is required to be conversant with government administrative rules and regulations, administrative rules and regulations, public fund management procedures. The consultant should be comfortable working in a computerized office environment.

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

The consultant will be expected to provide assistance to CABS in:

- All work pertaining to administrative/financial management of Programme/Project /Lab/Estt.
- All work pertaining to Coordination with PDs for compilation of detailed Technical Closure Report.

- Digitization of administrative/financial records.
- Maintain project-related records for ongoing project, including contract documents.
- Maintain track of all demands raised from project funds.
- Advise Division Head/Group Director/Programme Director/Project Director on administrative/financial management of the project/programme.
- Ensure cash flow projections are timely and accurately made.
- Liaison with administrative/audit authorities for clearance of administration/audit related issue.
- Compile information for internal and external auditors, as required.
- Any other work assigned by Division Head/Group Director/Programme Director/Project director/Head Admin/Head Finance on need basis from time to time.

3. Estimated time period required for completion of tasks: One year and extendable as per norms

#### **4. General Terms and Conditions**

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

#### **4.2 Remuneration and Allowances:-**

a) **Remuneration and conveyance allowance for Pensioners:** A fixed monthly amount shall be admissible, arrived at by deducting the basis pension from the 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.3000/- for pay level from level 7 to 9.

b) **Remuneration and conveyance allowance for Non-Pensioners:** A fixed monthly amount Rs.30,000/- for Level-7 and Rs. 40,000/- for Level-8 & 9. 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.3000/- for pay level from level 7 to 9.

c) **Drawal of Pension:** A retired Govt. Official appointed as Consultant shall continue to draw pension and 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.

5. 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.

6. 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 The Director, Centre for Airborne Systems (CABS), Belur, Yemlur Post, Bengaluru-560037. 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.

7. The Broad terms and conditions of the contract are annexed as **Appendix-B**, which is also required to be submitted alongwith**Appendix-A**
8. Last date for receipt of application is 21 days from the date of publication of advertisement.

**PROFORMA OF 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 Organisation 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:

Contact No (Landline) :

Mobile No. :

10. Educational Qualification (Graduation onwards) :
11. Areas of Research (for Scientific/Technical posts) :

Area of specialization :  
(for Admin Posts)

12. Complete record of service in Organisation/Estts before superannuation: (with special reference to the experience in the level of post for which application is made).

<b>Post held with pay level</b>	<b>From</b>	<b>To</b>	<b>Subjects Handled (in brief)</b>

13. Complete list of published book/monographs :  
Research papers etc. (for Scientific/Technological posts only)

14. Details of Knowledge of Computer :
15. Any other relevant information (please enclose :  
Separate sheets, 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 Consultant.

(Signature of the Applicant)

Date :

**Following documents are to be enclosed by the applicant**

1. Identify 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 the Labs/Estts/Units of DRDO**

1. The consultant shall perform the services as per terms of Reference 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 Lab/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 in to the contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per the Para 6 of Gol letter dated 06 Jul 2022, subject to celling that remuneration plus pension drawn by the consultant shall not be more that the last pay drawn by him at the current rate of DA. Mandatory deduction. If any, will be made. 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**

1. .... (Name of the Consultant)S/o or D/o..... hereby agree unconditionally with all above referred Terms& Conditions for engagement as consultant in DRDO.

(Signature of Applicant)

Name

Dated:

Place: