



Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
गैस टरबाइन अनुसंधान स्थापन, बेंगलूरु-560 093
GAS TURBINE RESEARCH ESTABLISHMENT,
BENGALURU-560 093

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(with 21 days closing duration)

Engagement of Retired Government Employees as 'Consultant' in GTRE, Bangalore on contract basis

1. DRDO/GTRE invites applications from Retired employees 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.

2. **Brief Description about the Requirement:-**

Post Code	No. of Posts	Pay Level of Retired official	Category	TOR (Term of Reference)	Contract duration / period	Location
2023/GTRE/152	01	Level -12 of Pay Matrix as per approved 7 th CPC	Technical	Enclosed Annexure I	One (01) year, extendable on need & performance basis	Bengaluru
2023/GTRE/153	01	Level -11 of Pay Matrix as per approved 7 th CPC	Technical	Enclosed Annexure II	One (01) year, extendable on need & performance basis	Bengaluru
2023/GTRE/154	01	Level -11 of Pay Matrix as per approved 7 th CPC	Admin	Enclosed Annexure III	One (01) year, extendable on need & performance basis	Bengaluru

Advertisement No.: DRDO/GTRE/HRD/Consultants/001/2023

2023/GTRE/155	01	Level -8 of Pay Matrix as per approved 7 th CPC	Admin	Enclosed Annexure IV	One (01) year, extendable on need & performance basis	Bengaluru
2023/GTRE/156	01	Level - 8 of Pay Matrix as per approved 7 th CPC	Admin	Enclosed Annexure V	One (01) year, extendable on need & performance basis	Bengaluru

3. **Eligibility Criteria:**

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

4. **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.

5. **Procedure for Appointment:-**

- a. The applications received by the **Closing Date** shall be preliminarily scrutinized /examined, as regards fulfillment 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, duly signed, in the prescribed pro forma (enclosed);
 - (iii) Non-Disclosure Agreement – Confidential Clause with the Government of India, and Ethics & Integrity Clause (proforma of both enclosed), both duly signed;
 - (iv) An undertaking towards acceptance of the Terms & Conditions contained in the Offer of Appointment.

Advertisement No.: DRDO/GTRE/HRD/Consultants/001/2023

- 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 (03 copies, each) on a Non-Judicial Stamp Paper of Rs. 100/- with the employing office **(as per the proforma prescribed)**.

6. 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 to V](#) for each post.
- 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/regularisation 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), unless extended.**
- 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'.

Advertisement No.: DRDO/GTRE/HRD/Consultants/001/2023

- n. Periodic Monitoring of Performance & Deliverables shall be carried-out by the employing office in accordance with the provisions contained in the relevant Guidelines.
- o. The detailed General Terms & Conditions, enclosed herewith at **APPENDIX-'B'** shall be applicable.
7. **Remuneration:** 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	Pay drawn at the time of retirement less Basic Pension being drawn.	
Non-Pensioners	(i) Pay Level - 8 of the above post code - Rs.40,000/- (ii) Pay Level - 11 of the above post code - Rs.50,000/- (iii) Pay Level - 12 of the above post code - Rs.60,000/-	(i) Rs. 3000/- upto pay level - 11 (ii) Rs. 5,000/- for pay level 12 & above.

8. **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, should they require to travel inside the country in connection with the official work of the organization, he 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.
9. 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.
10. **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. His/her engagement as consultant shall not be construed as a case of re-employment.
11. **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.
12. 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.gtre@gov.in. :-
- The Director,
Gas Turbine Research Establishment,
Government of India, Ministry of Defence,
Defence Research & Development Organisation
C.V Raman Nagar, Post No. 9302,
Bengaluru -560093.
13. Applications received 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.
14. **Cutoff date** for receipt of application is **21 days from the publication of Advertisement.**

PROFORMA OF APPLICATION FOR ENGAGEMENT AS CONSULTANT IN DRDO

1.	Post Code:	
	Advertisement No.:	DRDO/GTRE/HRD/Consultants/001/2023
2.	Name in Full: (in Block letters)	
3.	Date of superannuation: (DD-MMM-YYYY)	
4.	Designation at the time of Superannuation	
5.	Basic Pay & Grade Pay/ Pay Level at the time of Superannuation	
6.	Name of the Organization last served with address	
7.	Date of birth (DD-MMM-YYYY)	
8.	Age (As on closing date of advertisement):	
9.	Gender:	Male/Female
10.	Address for correspondence :	
	E_mail :	
	Contact No.:	Mobile No: Landline:
11.	Educational Qualification (Graduation onwards):	
12.	Areas of Research : (for Scientific / Technical posts)	-NA-
	Area of Specialization : (for Admin. posts)	

Advertisement No.: DRDO/GTRE/HRD/Consultants/001/2023

13.	Complete record of services rendered in Organizations / Estts before superannuation: <i>(with special reference to the experience in the level of post for which application is made)</i>			
	Post Held with Pay Level	From	To	Subjects Handled (in brief)
14.	Complete list of published books / monographs Research papers etc. <i>(for Scientific / Technological posts only)</i>			
15.	Details of Knowledge of Computer			
16.	Any other relevant information <i>(please enclose separate sheet, if required)</i>			

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 ([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 and the task/ jobs assigned to him/her by the Director of the concerned Lab/Estt/Unit, where he is engaged.
2. The working hours would be that of the working hours of the lab/estt/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 Para 6 of Government of India, Ministry of Defence letter No. DHRD/DRDO CONSULANT/GUIDELINES/E/685/D(R&D)/2022 dated 06th July 2022 , issued under Govt letter No.DHRD/76682/Consultant/C/M/01 dated 27th July 2022, subject to ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him / her 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. The Consultants 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 at the rate of 1.5 days for each completed month of service. Accumulation of the 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, _____ (name of the Consultant) S/o _____ hereby agree unconditionally with all above referred Terms and Conditions for engagement of consultant in DRDO.

Date :
Place :

(Signature of Applicant)
Name

**Government of India
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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 consultant is for specific tasks at vibration test facilities

2. Precise statement of Objectives for appointment of Consultant:

- a. *Undertake upgradation of the vibration test facilities viz. dynamic spin rigs, shaker systems, and modal test facility*
- b. *Operation of various test rigs at vibration engineering facilities during testing of components*
- c. *Technical support the technical team for operation and maintenance of the facilities along with documentation*
- d. *Technical support for procurement of various systems for upgradation of vibration engineering test facilities viz. dynamic spin rig, modal testing facility and shaker test facility*
- e. *Scrutiny of files pertaining to procurement before processing*

3. Category of Work:

Technical and up-gradation work of vibration engineering group

4. Pay level of the consultant at the time of retirement

Level 12

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

Bachelor in Electrical Engineering or equivalent (AMIE) from a recognized University with expertise in electro mechanical systems pertaining to vibration test facilities.

Minimum of 12-15 years on operation & maintenance of all Electro-Mechanical Systems & subsystems of Spin Rig Testing of Aero- Gas Turbine rotors for its dynamic characterization is essential.

6. Expertise/skills/knowledge required for engagement as consultant.

- a. To technically perform the following activities either individually or with the technical team responsible.
- b. Operation & maintenance of Screw Compressors to drive Air turbines of Spin test facilities for testing the Aero-Gas turbine rotors.
- c. Operation & maintenance of an integrated Extra High Vacuum system with spin test Rig
- d. Study, Plan and work out the plan for adapting the available Aero-Mechanical excitation systems for operation to evaluate the dynamic characteristics of the test rotors.
- e. Electrical Calculation, developing and setting up of thermal loading through resistive heating methods by SCR Controls with sensitive thermal controllers
- f. Operating of all the Cooling systems required to be adapted.
- g. To handle and apply all important safety methods for operating the High speed test rigs and its sub-systems to avoid any untoward accidents to safeguard the machines and human life.
- h. Thorough knowledge & experience on Electrical Transformers (LT& HT), Indian and international power supply sources, AC & DC Drives, Electrical switch gears, Electrical pumps, various types of thermocouple
- i. Experience in trouble shooting of in-house electrical transducers, controls pertain to the test rigs.
- j. Minimum knowledge on Gas turbine components and modules like compressors, turbine bladed disk for their material, general structures and assembly pattern to adapt into the air turbine drives.
- k. Experience on operating the high speed drives with precise speed control devices and systems.
- l. Knowledge on coolants, lubricants, Filters of vacuum, Air compressors, oil systems, etc
- m. Technical knowledge on various measurement probes like eddy-current & optical fibre probes available in the test systems.
- n. Capable to estimate, develop and integrate the customized heating systems with control as and when the system demands.
- o. Planning of minimum essential spares for procurement for smooth running of test rigs
- p. Should be capable to mitigate the small & medium breakdowns of RIG systems.
- q. Basic knowledge of gas turbine engines with mechanical vibration is desirable

7. Outline of the tasks to be carried out;

- a. *Technical support and maintain the vibration test facilities such dynamic spin rigs, shaker systems, etc*
- b. *Participate in vibration test activities and provide technical support during the tests*
- c. *Document all the procedures of maintenance and operation for functioning of the facility*
- d. *Should be capable to mitigate the small & medium breakdowns of RIG systems*

8. Estimated time period required for completion of tasks

One year (extendable for Second year, as decided by the Competent Authority)

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Terms of Reference (TOR) for Engagement of Consultants

(i) Whether the proposed engagement is against vacant post or for specific work or project

It is for a specific series of work to meet gearbox module technical requirements pertaining to various projects and testing. Following are the Gearbox group requirements in this regard:

1. Undertaking drawing preparation of various developmental gearbox components, subassemblies & assemblies
2. Engine Gearbox assembly
3. Technical support for gearbox testing and associated documentation.

(ii) Precise statement of objectives for appointment of Consultant:-

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

Aero-Engine Gear Box Component/assembly drawing, manufacturing (Technical Co-ordination), assembly and testing

(b) Expertise / skills / knowledge required for engagement as consultant

- a. Expertise in preparation of component and assembly drawings.
- b. Expertise in gearbox Assembly/Dis-assembly activities for standalone and engine level testing as per established standard aero practice. The activities includes preparation of fitment chart as per assembly procedure and drawing, sub assembly/assembly of Jet, plugs, filters, bearing, dynamic seal, gear shaft, interference fit assembly etc.
- c. Knowledge of Inspection of critical dimension and ability to understand the interface drawing for integration of test article to the gearbox test cell.
- d. Skills for supervision on assembly of various test set-up for the gearbox level tests.
- e. Exposure in system level gearbox drawing requirement for co-ordination in manufacturing of gearbox components and able to understand the Non-

conformance report for deviation against production drawing.

Note: A candidate retired preferably from Level-11 would be ideally suitable for undertaking the above task.

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

(Details of work required to be carried out / specific tasks / activities to be assigned to consultants should be indicated)

- (a) Generation/revision of component/assembly drawings for development project based on testing feedback and scheme.
- (b) Co-ordination in Inspection of critical dimension of gearbox component for gearbox assembly preparation.
- (c) Co-ordination in manufacturing activities.
- (d) Carry-out Gearbox assembly and its integration with engine/stand alone test rig along with assembly documentation.
- (e) Preparation/co-ordination of test related reports after each gearbox test run.

(iv) Estimated time period required for completion of tasks:- 1 year (12 months)

Extendable for second year based on work/project requirement as decided by the competent authority.

Details of the work proposed to be assigned are as follows:

Activity	Time plan for the activity and Monitoring Schedule
(a) Generation/revision of component/assembly drawings for development project based on testing feedback and scheme.	Monthly, Quarterly and half yearly
(b) Co-ordination in Inspection of critical dimension of gearbox component for gearbox assembly preparation.	During each build before testing (on going throughout the year)
(c) Co-ordination in manufacturing activities.	Timelines as per the project schedule.
(d) Carry-out Gearbox assembly and its integration with engine/stand alone	During each build before testing (on going throughout the year)

test rig along with assembly documentation.	
(e) Preparation/co-ordination of test related reports after each gearbox test run.	Before and after the stand alone testing of gearbox.

Government of India

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Proposal and Justification for engagement of Consultant for HRD

Terms of Reference (TOR) for Engagement of Consultant

i. Whether the proposed engagement is against vacant post or for specific work or project:

It is for specific work to meet the day to day Administrative/ Secretarial work at HRD

ii. Precise statement of Objectives for appointment of Consultant:

To augment the HRD activities at GTRE

iii. Category of Work:

(a) Technical Work

(b) Administrative/Secretarial Work



**iv. Pay Level of Consultant (at the time of retirement/superannuation):
Level 11**

v. Discipline or domain, where engagement of consultant is required:

Administrative/documentation/Liasioning with state government offices, and DRDO headquarters

vi. The expertise/skills/knowledge required for engagement as consultant:

a) The applicant must be retired government employee from Level-11 of 7th CPC Pay Matrix

b) The applicant must have relevant experience indocumentation, maintenance of public spaces, safety relatedexperience and HRD office management support including liaison work with DRDO headquarters, Public sectors, Intra and Inter government agencies.

c) The applicant must haveexperience in conducting Fire Safety drills alongwith concerned Government Offices i.e.State Fire and Emergency Services

d) The applicant must haveexperience of handling various type of Fire Extinguishers and safety related equipment's.

e) The applicant must have experience in maintaining Workplace Health and Safety and Arboriculture activities

f) Working knowledge of Computers

g) The applicant must have relevant experience in General Administration & Finance matters, and must be familiar with general rules & regulations governing Central Government Employees.

h) The applicant should be capable of CAD based designing, drawing and executing safety plans considering the animal and environment management in large organisations handling critically sensitive information.

vii. Outline of the tasks to be carried out:

(Details of work required to be carried out/specific tasks/activities to be assigned to consultant should be indicated)

- a) Office Management functions of HRD.
- b) Responsible for documentation activity pertaining to HRD.
- c) Safety of GTRE personnel and infrastructure by designing, proof drawing and executing suitable plans accommodating the animal management and environment with the latest technologies.
- d) Support the near miss committee to prevent accidents and hazardous incidents in GTRE.
- e) Maintenance of Auditorium building with Audio / Video equipment's and public spaces etc.
- f) Liasioning with MES officials to accelerate and execute MES related activities, State govt, central govt agencies and public sector undertaking.
- g) Coordination with health department for the welfare of the employees.
- h) Liasioning with Intra, Inter government agencies

viii. Estimated time period required for completion of Tasks: 1 Year (12 months)

Extendable to second year based on work / project requirement as decided by the competent authority

(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of assignment)

**Government of India
Ministry of Defence
DRDO**

Terms of Reference (TOR) for Engagement of Consultants

i. Whether the proposed engagement is against vacant post or for specific work or project:

It is for specific work to meet the day to day Administrative/ Secretarial work at Director Office

ii. Precise statement of Objectives for appointment of Consultant:

To augment the functioning of Director's Secretariat with professional support for National & International liasioning.

iii. Category of Work:

(a) Technical Work

(b) Administrative/Secretarial Work

**iv. Pay Level of Consultant (at the time of retirement/superannuation):
Level 8**

v. Discipline or domain, where engagement of consultant is required:

Administrative / Secretarial handling. Stenographic assistance / documentation

vi. The expertise/skills/knowledge required for engagement as consultant:

a) The applicant must be retired government employee from Level-8 of 7th CPC Pay Matrix

b) The applicant must have relevant experience in secretarial assistance job and office management support including liaison work (National & International)

c) Working knowledge of Computers & documentation

d) The applicant must have relevant experience in General Administration & Finance matters, and must be familiar with general rules & regulations governing Central Government Employees

vii. Outline of the tasks to be carried out:

(Details of work required to be carried out/specific tasks/activities to be assigned to consultant should be indicated)

- a) Secretarial and Office Management functions of the Director's Secretariat.
- b) Necessary liaison and coordination (National & International) with for the effective discharge of the Director's Office.
- c) Screening of telephone calls and visitors in a tactful manner.
- d) To handle travel related requirement of Director GTRE with concerned authorities/agencies to facilitate smooth travel movement, Protocol management etc.
- e) Preparation of financial documents and bills for submission to CDA for release of TA/DA claims of Director's TD movements.
- f) General Administration & Establishment matters, inter-ministerial liaising for smooth communication and movement of files/DAK.
- g) Liaising and coordination with the offices to facilitate official visits of VVIP and dignitaries including foreign visitors/delegation.
- h) Any other administrative task/activities as and when assigned by Director, GTRE.
- i) Co-ordination with Audit authorities and CDA.

viii. Estimated time period required for completion of Tasks: 1 Year (12 months)

Extendable to second year based on work / project requirement as decided by the competent authority

(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of assignment)

Post Specific Terms & Conditions

Terms of Reference (TOR) for engagement of consultant for Post code

1. **Whether the proposed engagement is against vacant post or for specific project :**
The proposed engagement is for specific job to meet the requirement of time bounded activities being pursued at GTRE (HRD).
2. **Precise statement of objective for appointment of consultant;**
 - (a) **Discipline or domain where engagement of consultant is required** : To accomplish tasks related to secretarial duties besides handling HRD activities, which requires for coordination, liaison, reconciliation of reports & correspondence with various stakeholders.
 - (b) **The expertise/skills/ knowledge required for engagement as consultant**
 - Past experience in Secretarial / Admin duties as Private Secretary.
 - Vast Experience in handling/assisting in HRD management related activities.
 - (c) **Outline of the Tasks to be carried out:**
 - (i) Liaisoning & coordination in engagement of Apprentice Trainees , compilation of online application data, assistance for short listing & selection process of the Apprentices in compliance with guidelines, generating contracts with NATS & NAPS portal through MHRD (BOAT & RDSDE), pay roll (stipend) & its reimbursement process, updating periodical Record of Performance appraisal (RoP) of the candidates, assist in Board formation and conduct of internal exams etc.,
 - (ii) Project/Intern/OJT Students: Assistance for application process of students seeking Project/Internship/OJT in compliance with statutory requirements.
 - (iii) Junior Research Fellowship: Assistance for engagement of JRF/SRF & its related activities, correspondence, reports & returns.
 - (iv) Training Programmes / CEP : Assistance for planning, proposal, execution & settlement of course completion reports & accounts.
 - (v) Periodical updation of HRD Web Portal
 - (vi) Handling of routine HRD correspondence
 - (vii) Maintenance of Files, Registers, Records etc., pertaining to Apprentice Trainees, Project/Intern Students, OJTs, JRF etc.,
 - (viii) Labelling , filing, storage and retrieval for all cases
 - (ix) Typing of drafts, SOC, SOP etc.,
2. **Estimated time period required for completion of tasks** – Initially for One Year, to be extended based on feedback and experience earned in the effectiveness of the support provided, upon approval of the Competent Authority.