



**AERONAUTICAL DEVELOPMENT AGENCY**  
**Ministry of Defence , Government of India**  
**PB No.1718, Vimanapura Post, Bangalore - 560 017**

Advt. Ref : ADV- Consultant-Legal/ADA

04<sup>th</sup> August 2023

**Sub : Engagement of Retired Government officials  
as 'Consultant' (for Legal matters) in ADA — Inviting Applications thereof**

ADA invites applications from retired officials from Central Government/ State Government/ PSU / Autonomous Bodies having considerable experience of functioning of State/Central Government Ministries/ Departments for engagement as consultant. The relevant details and eligibility criteria are given below:-

<b>Post Code</b>	<b>Pay level of Retired official</b>	<b>Category</b>	<b>No. of Posts</b>	<b>Duration of Tenure</b>
03	Level - 7 / 8 / 9 / 10 / 11	Non-Technical	01	Initially for two years and extendable as per norms

**2. General Terms & Conditions:**

**Eligibility Criteria:**

- (a) Officers/ Officials who have retired from Central/ State Government and its autonomous bodies., PSUs, Govt. R&D Organizations and possessing practical knowledge and experience in the field for which he/she is applying (as per TOR enclosed).
- (b) Persons possessing experience of having worked with ADA/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.

**Remuneration:**

- (a) A fixed consolidated monthly remuneration shall be admissible as follows:

<b>Equivalent Pay level of Retired officials</b>	<b>Consolidated Remuneration per month</b>	<b>Conveyance Allowance</b>	<b>Remuneration payable per month</b>
Level-11	Rs.50,000/-	Rs.3000/-	<b>Rs.53,000/-</b>
Level-8,9 & 10	Rs.40,000/-	Rs.3000/-	<b>Rs.43,000/-</b>
Level-7	Rs.30,000/-	Rs.3000/-	<b>Rs.33,000/-</b>

(b) **Allowance** : Consultants shall not be entitled to any kind of allowance/ benefit such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CHSS, Medical reimbursement etc. However, should they require to travel inside the country in connection with the 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.

(c) **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. 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 may submit their applications in the enclosed Format at Annexure along with copy of documents as referred in the application to the following address : Jt. Director (Admin & Estt), Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bangalore – 560 037.

5. **Closing date of Application : 21<sup>st</sup> August 2023 1700 hrs**

**List of Enclosures :**

<b>Enclosure</b>	<b>Subject / Matter</b>
Appendix-A	Terms of Reference for Post Code 3/Legal Consultant
Annexure-I	Proforma of Application

**Director(Admin & HR),  
ADA**

**Appendix – A (refers to  
Advt. Ref : ADV-consultant-Legal/ADA dated: 04/08/2023)**

**Terms of Reference (TOR) for Engagement of Consultant  
Post Code : 03/Legal Consultant**

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

The proposed engagement of consultant is for specific works / assignments.

**2. Precise statement of Objectives for appointment of consultant:**

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

All Legal matters of ADA especially on matters relating to Administration and Establishment including RTI queries (Category: Non-Technical)

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

(i) Must be a retired Govt. Servant having experience in handling Court cases and Establishment matters.

(ii) Further, the legal Consultant should be of Impeccable Integrity and should not be an accused in any pending inquiry and to be in sound health.

**(c) Qualification :**

(i) Bachelor's Degree in Law or equivalent from a recognized University.

(ii) Should have retired in atleast in Pay Level-7 / 8 / 9 /10 / 11 equivalent grade in PSU(S) / Sate Government Dept(s).

**Essential Experience**

A minimum of five years work experience having worked in Legal Department of a Central / State Government organization possessing expertise in:

(a) Handling cases filed with Central Administrative Tribunal (CAT), High Court etc. on general Administration & service matters and any other matter needing legal opinion.

(b) Drafting all responses to petitions, Legal notices, statement of objections, affidavits/counter-affidavits, Memorandum of Understanding (MOU) with other organizations.

(c) Handling legal matters including on matters relating to administration and Establishment.

**Description / Nature of Duties to be performed**

(a) Tender legal opinion on issues coming before ADA.

(b) Prepare para-wise comments on all writ petitions, SLPs, PILs filed against ADA and drafting of counter-affidavits and forwarding to the concerned / standing counsel after approval of the competent authority.



- (c) Scrutinise the counter affidavit received from Counsel with reference to the Para wise comments.
- (d) Brief Director/Senior Officers of ADA, Central Govt. Standing Counsels and Panel Advocates on all legal matters of ADA as per requirement.
- (e) Provide Legal Notice, Statement of Objections etc.
- (f) Assist in dealing with RTIs and Public Grievances.
- (g) Perform such other work of legal nature as may be entrusted from time to time.

**Desirable Experience :**

- (a) Knowledge of Central Government Conduct rules like CCS/FRSR etc.
- (b) Knowledge/experience in Labour Laws and statutory payments /welfare measures/ entitlements of contract/hired Labour.

**Period of Engagement-**The engagement of retired Govt. Servant can be for a period of two years with the provision of renewal of their tenure for one more year based on performance review.

(d) **Place of Posting- ADA Hqrs, Bangalore.**

(e) **Selection Procedure:-**

Shortlisted candidates meeting the prescribed qualification and eligibility criteria may be required to attend interview. No TA/DA will be provided by ADA for this purpose. Communication in this regard shall be made in the postal address furnished in application and/or through email ID given by candidate.

**TERMS AND CONDITIONS FOR ENGAGEMENT AS CONSULTANT IN ADA**

1. The consultant shall perform the services as per Terms of Reference (TOR) and the task / jobs assigned to him/her by DG-ADA / PGD(CA) & Dir.
2. The working hours would be that of the working hours of the ADA.
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 two years from the date he/she reports to ADA in order to assume the responsibility as Consultant.
5. The consultant shall be paid remuneration and conveyance allowance as mentioned in para 2 of this letter on remuneration. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent months.

- 6. DG-ADA/PGD(CA) & Dir 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 ADA 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 ADA terms of Engagement as Consultant, 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, \_\_\_\_\_ (*name of the Consultant*), S/o. \_\_\_\_\_ hereby agree unconditionally with all above referred Terms and Conditions for engagement of Consultant in ADA.

(Signature of the Applicant)

Name : \_\_\_\_\_

Date :

Place :