सैन्य संबंध निदेशालय
रक्षा अनुसंधान तथा विकास संगठन
कमरा नं.-451, डी आर डी ओ भवन, राजाजी मार्ग, नई दिल्ली-110011
DTE OF INTERACTION WITH SERVICES FOR BUSINESS (DISB)
HQ DRDO, 451, DRDO BHAWAN, RAJAJI MARG, NEW DELHI-110011
Tel. : 011-23017581 Fax : 011-23010689
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स्वच्छ भारत
एक कदम स्वच्छता की ओर

Advt. No.: DISB/27014/DoP/Admin/Consultants/Level-7/8/2025

Opening Date: 24 Oct 2025
Closing Date: 21 days from date of advertisement

CIRCULAR

Subject: Engagement of Two (02) Retired Government officials at Pay Level-7/8 as Consultant on contract basis in DISB (DRDO): 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 DISB, (DRDO Bhawan) located at New Delhi. The relevant details and eligibility criteria are given below:

Post Code	No. of Consultant	Category	Pay Level in which consultant is required	Tenure of Contract	Terms of Reference (TOR) of Consultancy
2025/DISB/316 & 2025/DISB/317	02	Admin	Level-7/8	Initially for one year and extendable as per norms	As per Appendix-A

Experience:

(a) Officers / Officials who have retired from Central/ State Government / 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 for the position.

(b) Persons possessing experience of having worked with DRDO & Armed Forces 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.

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. **Remuneration**:

The details of Remuneration and Conveyance Allowance are as follows:

(a) **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.3000/- upto Pay Level-7/8.

(b) **Remuneration and conveyance allowance for Non-Pensioners:** A fixed consolidated monthly remuneration and Conveyance allowance shall be admissible as under:

Post Code	Pay Level of the Position	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration Per Month	Conveyance Allowance
2025/DISB/316 & 2025/DISB/317	Level-7	(Rs. 40,000/- to Rs. 1,40,000/-)	Rs. 30,000/-	Rs. 3,000/-
	Level-8	(Rs. 50,000/- to Rs. 1,60,000/-)	Rs. 40,000/-	Rs. 3,000/-

The amount shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

(c) **Remuneration and conveyance allowance for govt. employees retired under National Pension Scheme (NPS):** An amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration. 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.3000/- upto Pay Level-7/8.

The amount shall remain unchanged for the term of the contact. There will be no annual increment/percentage increase during the contract period.

(d) **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 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.

(e) **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, if eligible. His / Her engagement as Consultant shall not be construed as a case of re-employment.

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. The broad terms and conditions of the contract is annexed at Annexure – I.

4. Interested and eligible retired officials of Central Government/ StateGovernment / PSU / Autonomous bodies may submit their duly completed applications in the format enclosed at Annexure - II along with copy of documents as referred in the application to the Director, DISB (DRDO), DRDO Bhawan, New Delhi-110011, so as to reach within a period of 21 days from the date of publication of this advertisement. The applications along with supporting documents can also be sent by email to (**disb.hqr@gov.in)** within the above stipulated period.

List of Enclosures:

Enclosure	**Subject/ Matter**
Appendix - A	Terms of Reference for Post Code 2025/DISB/316&317
Annexure - I	Broad Terms and Conditions of the Contract
Annexure - II	Proforma of Application

DIRECTOR, DISB
(DRDO HQ)

Appendix – A

Terms of Reference (TOR) for Engagement of Consultants:

(i) Whether the proposed engagements is against vacant post or for specific work or project :- Specific Work.

(ii) Precise statement of objectives for appointment of consultant and discipline or domain, where engagement of consultant is required:

The services of the consultant are primarily required to assist the service officer/scientists in dealing with cases related to procurement of DRDO designed & developed systems for Indian Air Force (IAF) and Indian Navy (IN).

(iii) Category of work - Administrative/Secretarial work

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

Level-7 of the Pay Matrix as per approved 7th CPC recommendations. (Equivalent IDS Pay Scale for PSU retirees shall be (Rs. 40,000/- to Rs. 1,40,000/-) and **Level-8** of the Pay Matrix as per approved 7th CPC recommendations. (Equivalent IDS Pay Scale for PSU retirees shall be (Rs. 50,000/- to Rs. 1,60,000/-).

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

The applicant must have prior experience of handling correspondence related to evaluation/monitoring/planning/documentation of Defence R&D Projects and a prior experience in handling Defence procurement proposals with a working knowledge of Defence procurement procedure, manuals etc.

The applicant must have experience in handling security-sensitive and classified correspondence, exercising due discretion.

The applicant must have a sound working knowledge of computers and must be having proficiency in typing and working with MS-Word, MS-Excel and MS-Power Point.

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

(vi) Outline of the tasks to be carried out:

Supporting the concerned officers in handling correspondence pertaining to DRDO projects and acquisition proposals for Indian Air Force (IAF) and Indian Navy (IN) related to all the technology clusters of DRDO.

Supporting the concerned officers in facilitating coordination of quarterly Interaction Meeting (QIMs), collegiate, ISWG, ISEPC, GSEPC and other meetings along the reps of Labs for the concerned Line Dtes and in handling correspondence related to issue of minutes and follow up action on decision points.
Supporting the concerned officers in handling correspondence related to coordination of CAS/CNS review, VCNS Biannual and DCNS (P&C) Quarterly review & follow-up actions.

(vii) Estimated time period required for completion Tasks:
Engagement will be one year and extendable as per norms/need & performance basis.

Annexure – I

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 / Dte, where he/she is engaged.

2. The working hours would be that of the working hours of the Lab / Estt / Dte 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 enter in to the Contract Agreement with DRDO.

5. The consultant shall be paid remuneration and conveyance allowance as per the Pra 6 of GOI letter no. DHRD/DRDO/CONSULTANT/GUIDELINES/E/719/D(R&D)/2024 dated 22 July 2024. 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. 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 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 & Conditions for engagement as Consultant in DRDO.

(Signature of Applicant)

Name:

Date:

Place:

Annexure 'II'

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 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:

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 services rendered in Organizations/ Estts before superannuation:

Post Held with Pay Level	From	To	Subject 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 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 he 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