



**Centre for Personnel Talent Management**  
**Metcalfe House Delhi-110054**  
**DEFENCE RESEARCH & DEVELOPMENT ORGANISATION (DRDO)**  
**MINISTRY OF DEFENCE, GOVERNMENT OF INDIA**

**ADVERTISEMENT No.: CEPTAM/PBM/2025/02**

**Closing Date: 26 July 2025**

**Tenure based engagement of 03 posts purely on contractual basis for DRDO, Hyderabad**

CEPTAM working under Defence Research and Development Organisation (DRDO), Ministry of Defence, Government of India is inviting offline applications for filling up of 03 posts mentioned below on tenure based engagement, purely on contractual basis. Contract will be upto **March 2027**, which may be extended depending upon the performance of the engaged person(s) and if the requirement exists. The place of posting will be Hyderabad, Telangana.

**CEPTAM invites offline applications for the following posts:**

| Item No.     | Post Name & Consolidated Remuneration                                                                      | Essential Qualification & Work Experience Required                                    |                                                                                                                   | Desirable Qualification                                                                                                                                                                                                | Vacancies |    |           |     |           |           |
|--------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|-----------|-----|-----------|-----------|
|              |                                                                                                            | Education                                                                             | Experience                                                                                                        |                                                                                                                                                                                                                        | SC        | ST | OBC       | EWS | UR        | TOTAL     |
| 1.           | PROJECT STORE OFFICER (PSO)<br><br>Consolidated Remuneration, <b>(Per Month in Rs. 59,276/-)</b>           | Bachelor's Degree (B. A/ B. Com / B.Sc. / BCA) from recognised University.            | Minimum 10 years of Experience in Administration, Materials Management and Finance Divisions.                     | (i) Master's Degree in Business Administration<br>(ii) Working Experience in GeM Portal.<br>(iii) Working Experience in Microsoft Office.<br>(iv) Excellent writing and Typing Skill in English (35 words per minute). | --        | -- | --        | --  | <b>01</b> | <b>01</b> |
| 2.           | PROJECT SENIOR ADMIN ASSISTANT (PSAA)<br><br>Consolidated Remuneration, <b>(Per Month in Rs. 47,496/-)</b> | Bachelor's Degree (B. A/ B. Com/ B.Sc. / BCA/ Equivalent) from recognised University. | Minimum 06 years of Experience in at least one of the Administration, Materials Management and Finance Divisions. | (i) Master's Degree in Business Administration<br>(ii) Working Experience in GeM Portal.<br>(iii) Working Experience in Microsoft Office.<br>(iv) Excellent writing and Typing Skill in English (35 words per minute). | --        | -- | <b>01</b> | --  | --        | <b>01</b> |
| 3.           | PROJECT ADMIN ASSISTANT (PAA)<br><br>Consolidated Remuneration, <b>(Per Month in Rs. 35,220/-)</b>         | Bachelor's Degree (B. A/ B. Com/ B.Sc. / BCA/ Equivalent) from recognised University. | Minimum 03 years of Experience in at least one of the Administration, Materials Management and Finance Divisions. | (i) Master's Degree in Business Administration.<br>(ii) Working Experience in Microsoft Office.<br>(iii) Excellent writing and Typing Skill in English (35 words per minute).                                          | <b>01</b> | -- | --        | --  | --        | <b>01</b> |
| <b>Total</b> |                                                                                                            |                                                                                       |                                                                                                                   |                                                                                                                                                                                                                        | <b>01</b> | -- | <b>01</b> | --  | <b>01</b> | <b>03</b> |

## 1. Eligibility For Recruitment to Posts

### 1.1. Essential Qualification & Work Experience Required:

The applicants should ensure that they satisfy the eligibility criteria as on the closing date of advertisement. The period of study (academic qualification) should not overlap with work experience. Date for determining the eligibility of all candidates in every respect shall be the prescribed closing date of advertisement.

### 1.2. Age Limit for Candidates (as on closing date of advertisement)

- a) For Project Store Officer (PSO): not exceeding 50 years
- b) For Project Senior Admin Assistant (PSAA): not exceeding 45 years
- c) For Project Admin Assistant (PAA): not exceeding 35 years
- d) Relaxation in upper age limit is applicable as per Govt. rules in vogue and maximum age shall not exceed 56 years including age relaxation.

### 1.3. Nationality

Only Indian Nationals need apply.

### 1.4. Closing Date

The last date for receipt of application to CEPTAM is 26 July 2025.

### 1.5. Important Instructions Related to Work Experience/Employment:

- a) The required experience will be counted only after the date on which the essential qualification has been acquired. While counting the experience, the suitability of the level of experience possessed will also be considered.
- b) The period of experience rendered by a candidate on part time basis, daily wages, and trainee etc. will not be counted while calculating the valid experience for eligibility of candidates for interview.
- c) Experience certificates/proofs should contain name of individual, designation, salary drawn, date of joining/leaving and areas of work.
- d) Candidates should attach all the relevant documents in support of experience claimed. The length of experience i.e., date of joining and end date of each employment record should be available to verify the period of experience.

## 2. How to Apply

- a) After ensuring the eligibility criteria, applicants should download and fill the application Form in the prescribed format enclosed with detailed advertisement available on the "**what's new**" section of the website [www.drdo.gov.in](http://www.drdo.gov.in). The duly filled and signed Application Form along with certificates should be scanned in a single pdf file [File Name should be Post Name\_Your Name] and e-mail to [pbm.ceptam@gov.in](mailto:pbm.ceptam@gov.in) , before the closing date. Incomplete and partially filled application shall not be considered.
- b) If any document is in any language other than English/Hindi, then its English/Hindi duly self-attested transcript should also be attached
- c) Candidates desirous of applying for more than one post must apply separately for each post.

## 3. List of Documents to be enclosed with application form

- a) Date of Birth (DOB) proof: Self attested Matriculation certificate/High School certificate/Birth certificate issued by appropriate Local Authority etc.
- b) Self-attested certificates/testimonials regarding Essential and Higher qualification, employment and experience etc.
- c) Enclose requisite caste certificate in case you belong to SC/ST/OBC (NCL).
- d) All serving candidates (whether in permanent or temporary capacity) working in Government or in Government owned organisations need to enclose a signed declaration as per the format given that they have informed in writing to their Cadre Controlling Authority (CCA) that they have applied against the advertisement

## 4. Application Fee and Mode of Payment

General and OBC male candidates are required to pay a non-refundable non-transferable application fee of Rs. 100/- (Rs. One Hundred only). The amount is required to be deposited in the below mentioned account. The transaction number and date should be entered in the application form. There is no application fee for SC/ST/ESM/PwBD and Women candidates.

Account Number : **34222670732**  
Branch : **New Delhi Main Branch**  
IFSC : **SBIN0000691**

## **5. Screening and Short Listing**

All applications received within due date will be screened and shortlisted for further selection and only those short-listed candidates will be called for interview in the ratio of 1:5 (Number of vacancy: Number of shortlisted candidates). Decision of the CEPTAM is final in this regard and CEPTAM reserves the right to (frame) modify the screening/short listing procedure as per the requirement of the project.

## **6. Selection Process**

- a) The shortlisted candidates will be advised to appear for personal Interview. Date of interview shall be intimated to the shortlisted candidates through email provided in the application form.
- b) The final selection of candidates will be purely on the basis of merit of marks scored by a candidate in the personal interview only. The minimum qualifying marks required by the candidate in the personal interview for consideration for selection are 70% for all unreserved vacancies and 60% for all reserved vacancies.

## **7. Terms and Conditions of Contract:**

### **7.1. Remuneration:**

Selected candidates engaged on the contract basis shall be paid a monthly consolidated remuneration for the period of contract.

### **7.2. Annual Increment**

The candidate engaged on the contract basis shall be paid a monthly consolidated remuneration for the period of contract. Annual increment of 7% on consolidated pay will be awarded.

### **7.3. Medical Benefits:**

The individual PBM will be provided maximum amount up to Rs. 15,000/- towards payment of annual premium for medical insurance cover, provided, the individual submits the receipt of annual premium/requisite documents of medical insurance certificate annually to the Programme Director.

### **7.4. Travel Entitlement:**

On official duty, TA and DA as applicable to DRDO employees will be allowed.

### **7.5. Working Hours/Leave**

The Project based Manpower/selected candidates will be eligible for 10 days of casual leave and 30 days of Annual Leave (Inclusive of 10 days of sick leave). Maternity/Paternity leave will be applicable as per DRDO HQ instructions. The selected candidates will attend the office on all working days of the lab/establishment to which they are reporting. The working hours of the concerned Lab and Programme/Project will be binding on the selected persons.

### **7.6. Allowances/Benefits:**

The individuals engaged in the scheme on contract basis will not be entitled for any kind of allowances/benefits such as Dearness Allowance, Government accommodation, medical reimbursement, telephone/broadband reimbursement etc.

### **7.7. Tenure:**

The tenure of individuals on contract shall be upto **March 2027** which may be extended depending upon the performance of the engaged person(s) and if the requirement exists.

### **7.8. External Assignments:**

The individual will not be allowed to hold any other position with any private company or Government organisation while holding the contractual appointment under this scheme with DRDO.

### **7.9. Performance Evaluation:**

The performance of the individual will be evaluated annually through Annual Performance Appraisal (APA) and regularly in terms of conduct and discipline.

### **7.10. Engagement and Contract:**

- a) The candidates selected will not be entitled for any right or claim for any permanent appointment/employment or absorption in DRDO against this contractual employment and will submit a self-declaration form in this regard at the time of signing the contract.
- b) The individual/selected candidates will have a legal status of an independent project admin & allied personnel vis-à-vis, DRDO and will not be regarded, for any purposes, as being either a "staff member" of DRDO, or an "Official" or "Employee" of DRDO. Accordingly, nothing within or relating to the contract will establish the relationship of employer and employee, or of principal and agent, between DRDO and the individual project staff.
- c) The Individual project-based manpower will perform their obligations under the contract with the fullest regard to the interests of DRDO and will comply with all laws, ordinances, rules and regulations bearing

upon the performance of its obligations under the contract. The Individual project-based manpower would be subject to the provisions of the **Indian Official Secrets Act, 1923**.

#### **7.11. Termination of Contract:**

In case the selected candidate/Project based manpower is not able to perform duty/task assigned to him/her up to the satisfaction of the Programme/Project Director, the contract with the individual PBM can be terminated by serving the advance notice within the contractual period. The contract will also be liable for discontinuation in case the activities of the PBM are found in conflict with the interests of the DRDO/Lab/Estt. The Contract may also be terminated if the individual tenders his/her written resignation to the Programme Director stating a valid reason with a prior notice of not less than two months.

#### **8. General Instructions:**

- a) The applicants should ensure their eligibility in respect of age, essential qualification, experience etc. before applying.
- b) Applicants are advised not to change their registered mobile number/email ID as vital information regarding their short listing /selection status may be intimated through E-mail.
- c) Translation ambiguity, if any, will be resolved to the English version of the advertisement published in the Employment News.
- d) Dispute, if any, will be subject to the Courts/Tribunals having jurisdiction over Delhi only.
- e) Candidates will have to produce all certificates, in original, for verification at the time of interview, if and when called for.
- f) Candidates will be shortlisted for interview on the basis of the information provided by them in their applications. They must ensure that information provided by them is correct. If at the time of interview or at any subsequent stage, any information given by them or any claim made by them in their application is found to be false/incorrect, their candidature will be rejected and they may also be debarred either permanently or for a specified period from appearing in any future selection activity conducted by DRDO/CEPTAM.
- g) No TA/DA will be paid to candidates for appearing in the Interview.
- h) All decision by CEPTAM in all matters relating to eligibility, acceptance or rejection of application shall be final and binding. No enquiry or correspondence will be entertained in this connection from any individual or his/her agency. Incomplete applications will be summarily rejected.
- i) Canvassing in any form will disqualify the candidate.
- j) The CEPTAM reserves the right to amend/refix/suspend/cancel the selection process at any time during the process without assigning any reason whatsoever. The decision of the CEPTAM shall be final and binding and no appeal of any kind shall be accepted/ considered in this regard.

9. Help Desk Number: 011 2300 2323. Email ID – [pbm.ceptam@gov.in](mailto:pbm.ceptam@gov.in)

## DECLARATION REGARDING INTIMATION TO CADRE CONTROLLING AUTHORITY

Certified that I \_\_\_\_\_ am working as \_\_\_\_\_ in the office of \_\_\_\_\_ on \*regular /ad-hoc/contract basis since \_\_\_\_\_ in the \*Pay Band \_\_\_\_\_ with Grade Pay Rs. \_\_\_\_\_ / on consolidated salary Rs. \_\_\_\_\_ per month.

It is certified that I have intimated my cadre controlling authority (CCA) that I am applying for the post of \_\_\_\_\_ under Item No. \_\_\_\_\_ against Advt. No. \_\_\_\_\_.

I also understand that I will be required to produce a copy of proof of my communication with my employer (**intimation and acknowledgment**) regarding application for the desired post at the time of interview (if called for).

I have also informed my CCA that in case they have any objection to my application, they may communicate to CEPTAM directly within 15 days of the closing date of online application submission.

I also understand that in case a communication from my employer is received by CEPTAM withholding the permission, my candidature will be liable for cancellation.

**\* Strike out whichever is not applicable**

Signature of Candidate

**(FORMAT OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT  
CIVILIAN EMPLOYEES/DEPARTMENTAL CANDIDATES SEEKING AGE-  
RELAXATION)**

**(To be filled by the Head of the Office or Department in which the candidate is  
working)**

It is certified that Shri/Smt/Km. \_ \* \_\_\_\_\_ is a Central  
Government Civilian Employee and is holding the post of \_\_\_\_\_  
\_\_\_\_\_ in the pay scale of Rs. \_\_\_\_\_  
\_\_\_\_\_ with 3 years of regular service in the grade as on closing  
date of Advertisement. There is no objection to his/her appearing for examination.

Place:

Date:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Official Seal \_\_\_\_\_

**\* Strike out whichever is not applicable**



[illegible][illegible]

17. Are you Civilian Central Govt. Employee: YES ☐ NO ☐

**Date of Joining :**

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

**Date of Discharge**

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

| Examination Passed                    | Subject(s) | Board or University | Month & Year of Passing | Division/ Class/Grade | Percentage /CGPA |
|---------------------------------------|------------|---------------------|-------------------------|-----------------------|------------------|
| X <sup>th</sup> /10 <sup>th</sup>     |            |                     |                         |                       |                  |
| XII <sup>th</sup> /12 <sup>th</sup>   |            |                     |                         |                       |                  |
| B.A/B.Com/B.Sc/<br>BCA/Equivalent     |            |                     |                         |                       |                  |
| Master's Degree                       |            |                     |                         |                       |                  |
| Additional Qualification<br>( if any) |            |                     |                         |                       |                  |

Type of present organisation \_\_\_\_\_

Type of Employment \_\_\_\_\_

(If yes, please specify name and place of organisation)

| S.No. | Name of the Organisation /Deptt. | Name of Post /Designation | Type of Employment | Period of Service |    | Duration Year/Month/ Day | Nature of experience (in Brief) |
|-------|----------------------------------|---------------------------|--------------------|-------------------|----|--------------------------|---------------------------------|
|       |                                  |                           |                    | From              | To |                          |                                 |
| 1     |                                  |                           |                    |                   |    |                          |                                 |
| 2     |                                  |                           |                    |                   |    |                          |                                 |
| 3     |                                  |                           |                    |                   |    |                          |                                 |

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**22. Contact details of two Referees familiar with your work:**

| Details                 | Referee 1 | Referee 2 |
|-------------------------|-----------|-----------|
| Name                    |           |           |
| Email ID                |           |           |
| Contact No.             |           |           |
| Business/<br>Occupation |           |           |

### 23. Professional Training Details:

**Note: Attach extra sheet of training details as per format in Appendix-B (If more than One)**

| Note: Attach extra sheet of training details as per format in Appendix B (if more than one) |                                                                                                                      |    |                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----|----------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Course Detail                                                                               |                                                                                                                      |    |                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |
| From                                                                                        | <div> <div>D</div> <div>D</div> <div>M</div> <div>M</div> <div>Y</div> <div>Y</div> <div>Y</div> <div>Y</div> </div> | To | <div> <div>D</div> <div>D</div> <div>M</div> <div>M</div> <div>Y</div> <div>Y</div> <div>Y</div> <div>Y</div> </div> |  |  |  |  |  |  |  |  |  |  |  |
| Details of Training                                                                         |                                                                                                                      |    |                                                                                                                      |  |  |  |  |  |  |  |  |  |  |  |

**24. Please Justify, HOW and WHY your experience is suitable for this post ( attach the supporting document if any):**

[illegible]

**25. If already applied for any other post(s) under the same advertisement then mention the Post applied:**

Any other information you may wish to add:

**27 Payment Details:**

**Note: Women, SC, ST, ESM & PwBD candidates are exempted**

|                     |  |         |       |                   |
|---------------------|--|---------|-------|-------------------|
| Transaction ID/No.: |  | Amount: | 100/- | Transaction Date: |
|---------------------|--|---------|-------|-------------------|

**28. Details of enclosures attached.**

- |      |                                                               |                          |
|------|---------------------------------------------------------------|--------------------------|
| i    | DOB Proof (High School Certificate/Matriculation Certificate) | <input type="checkbox"/> |
| ii   | EQ Certificate (B.A/B.Com/B.Sc/BCA)                           | <input type="checkbox"/> |
| iii  | EQ Consolidated Marksheet (B.A/B.Com/B.Sc/BCA)                | <input type="checkbox"/> |
| iv   | Master's degree Certificate                                   | <input type="checkbox"/> |
| v    | Category Proof Certificate (SC/ST/OBC/EWS)                    | <input type="checkbox"/> |
| vi   | PwBD Certificate                                              | <input type="checkbox"/> |
| vii  | Experience Certificate of each Organisation                   | <input type="checkbox"/> |
| viii | Salary slip                                                   | <input type="checkbox"/> |
| ix   | Identity Proof                                                | <input type="checkbox"/> |
| x    | Others (Please specify) : _____                               |                          |

- 29. DECLARATION:** I hereby declare that I have read the instructions/guidelines and all the information furnished above in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information given herein, is found to be false or incorrect or concealed before or after the test/interview, my candidature will stand cancelled and claims for the recruitment will stand forfeited and any civil/criminal legal action can be taken against me for this act.

**Place:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Signature of the Candidate**

**Details of Experience (Enclose the required certificates along with copy of payslip)**

[illegible]

**Professional Training Details**

| S.No. | Professional Training Details |                                                                                                             |    |                                                                                                             |  |  |  |  |  |  |  |
|-------|-------------------------------|-------------------------------------------------------------------------------------------------------------|----|-------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|
|       | Course Detail                 |                                                                                                             |    |                                                                                                             |  |  |  |  |  |  |  |
|       | From                          | <div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div> | To | <div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div> |  |  |  |  |  |  |  |
|       | Details of Training           |                                                                                                             |    |                                                                                                             |  |  |  |  |  |  |  |
|       | Course Detail                 |                                                                                                             |    |                                                                                                             |  |  |  |  |  |  |  |
|       | From                          | <div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div> | To | <div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div> |  |  |  |  |  |  |  |
|       | Details of Training           |                                                                                                             |    |                                                                                                             |  |  |  |  |  |  |  |
|       | Course Detail                 |                                                                                                             |    |                                                                                                             |  |  |  |  |  |  |  |
|       | From                          | <div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div> | To | <div><div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div> |  |  |  |  |  |  |  |
|       | Details of Training           |                                                                                                             |    |                                                                                                             |  |  |  |  |  |  |  |