

## **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 Para 6 of Govt. of India letter no. DHRD/DRDO CONSULTANT/GUIDELINES/E/685/D(R&D)/2022 dated 06/07/2022. 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:

## 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<br>Pay Level | From | To | Subject Handled in<br>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 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 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