

APPENDIX 'A'

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT 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 Qualifications (Graduation onwards) :
11. Areas of Research
(for Scientific / Technical Posts) :

Area of Specialization : ..
(for Admin posts)

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12. Complete record of services rendered in Organizations / Estts before superannuation:
(with special reference to the experience in the level of post for which application is made)

Post Held with Pay Level	From	To	Subjects 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 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

APPENDIX-B

TERMS AND CONDITIONS
FOR ENGAGEMENT AS CONSULTANT IN LABS /ESTTS / UNITS OF DRDO

- 01.** The consultant shall perform the services as per Terms of Reference (TOR) and the task / jobs assigned to him / her by the Director of the concerned Lab / Estts / Unit, where he is engaged.
- 02.** The working hours would be that of the working hours or the Lab/Estts/Unit where he is engaged.
- 03.** 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.
- 04.** The consultancy will start for a period of one year from the date he / she enters into the contract agreement with DRDO.
- 05.** The consultant shall be paid remuneration and conveyance allowance as per the para 6 of GoI letter dated 06 July 2022, subject to the ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him 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.
- 06.** Secretary DD (R&D) shall have the right to examine / review / terminate the consultancy services provided by him / her at any time.
- 07.** The consultant shall perform his / her obligations under his / her consultancy with all necessary skills, diligence, efficiency and economy.
- 08.** The consultant shall meet high standard for ethics and integrity under the agreement of appointment.
- 09.** 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.** Consultant 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, _____ S/o _____ hereby agree unconditionally with all above referred Terms and Conditions for engagement of consultant in DRDO.

(Signature of the Applicant)
Name

Date:
Place: