



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

Advt. Ref : ADA:CR03/2023

10th November 2023

**Sub : Inviting Applications from Retired Government officials :
Engagement of 'Consultant' (Admin/Secretarial) at ADA Liaison Cell, Delhi**

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

Minimum Pay level of Retired officials	Category	No. of Post(s)	Duration of Tenure
Level-12	Non-Technical	01	Initially for one year 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) 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.

(c) Persons possessing experience of having worked with ADA/DRDO would be accorded preference during selection/ appointment.

Age Limit: - The maximum age limit for all categories of retired employees for applying will be 63 years as on closing date of application.

Remuneration:

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

Pay level of Retired officials	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration payable	Conveyance Allowance	Remuneration payable per month
Level-12	(Grade-VI) Rs.32,900-58,000	Rs.60,000/-	Rs.5000/-	Rs.65,000/-

(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.

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 : Director (Admin & HR), Aeronautical Development Agency, Vibhuthipura, Marathahalli Post, Bangalore - 560 037 superscribing 'Application for Consultant (Admin & Sect.)'. Candidates may also send scan copy of application with the enclosures as mentioned below by mail to admin-hr.ada@gov.in. **The last date to receive applications by post/mail at ADA is 30th November 2023.**

List of Enclosures :

Enclosure	Subject / Matter
Appendix-A	Terms of Reference(TOR)
Annexure-I	Proforma of Application

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

**Appendix – A (refers to
Advt. Ref : ADA:CR03/23 dated: 10/11/2023)**

Terms of Reference (TOR) for Engagement of Consultant (Admin & Sect.)

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

Co-ordinating and Liaisoning activities of ADA with DRDO Hqrs / various Ministries / Service Hqrs/DGCA/DOT/Embassies and other Offices in Delhi. (Category: Non-Technical)

B. The expertise / skills / knowledge required for engagement as consultant.

(i) Must be a retired Govt. Servant having experience in Admin / Secretarial matters.

(ii) Excellent oral and written skills.

C. Qualification :

(i) Any Bachelor's Degree from a recognized University.

(ii) Should have retired in atleast in Pay Level-12 (pre-revised Grade Pay of Rs.7600/-) or equivalent and above.

D. Essential Experience

Minimum five years work experience in ADA / DRDO / Central / State Government offices in administration / Secretarial work.

E. Outline of tasks to be carried out :

The Consultant is required to assist the department in the following activities:

(a) Updation of Files/Mails, Management of receipt and dispatch system, Files/Mail delivery to MOD/Service Hqrs/DRDO Hqrs and other offices.

(b) Constant liaison with various ministries/service Hqrs / DGCA and other offices of Delhi for project related works.

(c) Security Clearance from MOD/Security for office entry passess and permissions for CD/Laptop etc.

(d) Arrangement of General Body, Governing Body and Project related meetings of ADA at DRDO Hqrs/Raksha Mantri Office/Service Hqrs etc.

(e) Submission and distribution of Annual reports and Audited Accounts of ADA to Parliament/Concerned Ministries/DRDO Hqrs.

(f) Accomodation / Transport arrangements for officials of ADA visiting Delhi for attending meeting and other official works.

(g) Any other work assigned by Director(Admin & HR) / Offr i/c LC-Delhi.

F. **Place of Posting:** ADA Liaison Cell-Delhi

G. **Estimation time period for completion of the task :** One year

3. 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.

4. Terms and conditions for engagement of Consultant in ADA

1. The Consultant shall perform the services as per Terms of Reference and the task/ jobs assigned to him/ her by the PD/TD of the concerned Dte/head of Dept. where he/she is engaged.

2. The working hours would be that of the working hours of ADA.

3. Under special circumstances, the Consultant will 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 reports at ADA after accepting the terms and conditions for engagement as Consultant in ADA.

5. The consultant shall be paid remuneration as per the approval of the competent authority, ADA and as mentioned in his/her offer letter for engagement as Consultant.

6. PGD (CA) & Dir shall have the right to examine /review/ terminate the consultancy services provide 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. No other facility whatsoever except remuneration shall be provided to him/ her by ADA in his/ her capacity as Consultant.

9. ADA shall not be responsible for any loss, accident; damages/injury suffered by him/her whatsoever arising in or out of the executions as applicable to Govt employees.

10. Consultants shall abide with the terms and conditions of engagement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to Govt employees.

11. Consultants would be entitled to paid leave of absence at the rate of 1.5 days for each completed month of service in a calendar year and accumulation of leave beyond a calendar year is not allowed. ADA would be free to terminate the services in case the absence of a consultant exceeds beyond the prescribed limit in a calendar year. This is not applicable for Consultants engaged on part time basis (Ref para 8(b)). Part-time Consultants are not entitled to paid leave of absence.

12. 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 ADA / Government. The engagement of Consultants is of a temporary (non-official) nature against the specific jobs. (Refer para 9).

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 :

**PROFORMA OF APPLICATION FOR ENGAGEMENT OF RETD GOVT EMPLOYEES AS
CONSULTANT IN ADA**

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 :
- E_mail :
- Contact No. (Landline).....
- Mobile No.....
10. Educational Qualification (Graduation onwards):
11. Areas of Research/ Specialization :
(for Technical Consultant)

Area of Specialization:
(for Non-Technical Consultant)

12. Complete record of services rendered in Organization/ 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 Technical Consultants 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 correct/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 the terms and conditions for engagement of Consultants.

(Signature of the Applicant)

Date : _____

Following documents are to be enclosed by the applicant

1. Identity & Date of Birth Proof
2. Proof of Address
3. Copy of P.P.O
4. Copy of proofs of Educational Qualification (Degree & above)
5. Copy of Service Certificate & Relieving Letter