



Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
Armament Research & Development Establishment (ARDE)
Armament Post, Pune - 411 021

Advt. No.: ARDE/45/1/21-TECH/Consultants/2024, Dated: 12 Mar 2024

CIRCULAR

Subject: Engagement of Retired Government officials as Consultant on contract basis in ARDE (DRDO): Inviting applications thereof - reg.

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 Consultants on short term contract basis, to be positioned in Armament Research & Development Establishment (ARDE) located at Pune. The relevant details and eligibility criteria are given below:

- (i) - No. of Consultant & Category: 4 (Four) Technical Category
- (ii) - Pay Level in which consultants are required: Pay Level 12 & 11
- (iii) - Tenure of Contract: Initially for one year and extendable as per norms
- (iv) - Terms of Reference (TOR) of Consultancy: As per Annexure – A, B, C & D

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 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.

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 ₹3000/- upto Pay Level 11 and at ₹5000/- for Pay Level 12 and above.

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

Post Code	Pay Level of the Position	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration Per Month	Conveyance Allowance
2024/ARDE/199	Level 12	₹80,000 - ₹2,20,000/-	₹60,000/-	₹5000/-
2024/ARDE/200	Level 11	₹70,000 - ₹2,00,000/-	₹50,000/-	₹3000/-
2024/ARDE/201	Level 11	₹70,000 - ₹2,00,000/-	₹50,000/-	₹3000/-
2024/ARDE/202	Level 11	₹70,000 - ₹2,00,000/-	₹50,000/-	₹3000/-

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

(c) 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.

(d) Drawal 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.

2. 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-‘E’

3. Interested and eligible retired officials of Central Government/ State Government/ PSU/ Autonomous bodies may submit their duly completed applications in the format enclosed at Annexure ‘F’ along with copy of documents as referred in the application to **The Director, ARDE (DRDO), Armament Post, Pashan, Pune - 411021**, 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 techcoord.arde@gov.in within the above stipulated period.

List of Enclosures:

Enclosure	Subject/ Matter
Annexure - A	Terms of Reference for Post Code 2024/ARDE-199
Annexure - B	Terms of Reference for Post Code 2024/ARDE-200
Annexure - C	Terms of Reference for Post Code 2024/ARDE-201
Annexure - D	Terms of Reference for Post Code 2024/ARDE-202
Annexure - E	Broad Terms and Conditions of the Contract
Annexure - F	Proforma of Application

**OS & DIRECTOR
ARDE, Pune**

**Terms of Reference (TOR) for Engagement of Consultant (Level-12)
Post Code: 2024/ARDE/199**

(i) The proposed engagement is for specific work of the following projects:

The proposed engagement is for specific work of Design, Development and productionisation of various ongoing/ recently completed/ proposed Missile Warheads projects/ sub-projects.

(ii) Precise statement of objectives for appointment of consultant:

The Consultant will be engaged in reviewing the configurations of various warhead systems and its designs, interfacing of warhead system with other systems of the missile, generation of 3D models, review of 2D manufacturing drawings and QAPs of warhead Sub-systems, preparation of design/ technical documents, TOT documents, evaluation trials/ qualification tests of warhead sub-systems.

(iii) Category of work: Technical Work

(iv) Pay level of consultant (at the time of retirement / Superannuation): Level 12

(v) Discipline or Domain where engagement of consultant is required:

The consultant will be engaged in Engineering design of various warhead systems and its critical components, configurations of warhead systems, preparation Drawings and QAPs, preparation of production documents.

(vi) The expertise/skills/Knowledge required for engagement of consultant:

The consultant shall have in depth knowledge in design and development of various warhead systems, evolving configuration of warheads based on system constraints, generation of 3D models & 2D manufacturing drawings, QAPs, resolving quality control quality assurance aspects in realising Warhead sub-systems, testing & evaluation of warhead sub-systems, preparation of Production Documents and resolving production related &TOT related issues of ongoing and recently completed projects.

(vii) Outline of Tasks to be carried out:

The consultant is supposed to carry out following tasks:

- a. To evolve configuration of Warheads within the given constraints of space, and weight
- b. To evolve integration schemes of Warheads with Missile Air Frames without affecting the given/ specified constraints
- c. To assist project team in the Preparation of various Review documents
- d. Knowledge of standard specifications for materials and their tests used in the manufacture of Warheads, specifications of different manufacturing processes, specifications of protective coatings for different metals used for components of warheads, specifications of different tests/ checks required to be carried out on finished components/ assemblies and other related specifications.
- e. To support project team in the generation of 3D models, 2D drawings and Quality Assurance plans of Warhead sub-systems, and their interfaces with other systems like SAM, missile sections etc.
- f. To support project team in resolving quality assurance issues related to warhead components manufactured by different sources/ trade.
- g. To guide project team in the preparation of trial store and to support in conducting design validation trials, Qualification Level tests/ Acceptance Level Tests etc.
- h. To prepare production documents of warhead systems

(viii) Estimated time period required for completion of Tasks: One year and extendable as per norms.

Terms of Reference (TOR) for Engagement of Consultant (Level-11)
Post Code: 2024/ARDE/200

- (i) The proposed engagement is for specific work of the following projects:**
The proposed engagement will be for various Artillery Rocket projects including Guided PINAKA, Long-range (12-0 kin and 300 kin) versions of PINAKA rocket, various warheads for PINAKA system. The consultant will be engaged for ATAGS and Tack ammunition projects also.
- (ii) Precise statement of objectives for appointment of consultant:**
The consultant is required to evaluate/ check drawings and Quality Assurance Plans (QAPs) of various rockets, and warheads for rockets, to monitor testing of raw materials for various components, inspection of components and assemblies, audit of test reports, and testing of sub-assemblies and assemblies. The consultant is required for checking of drawings, QAPs of ATAGS, and Tank ammunition projects.
- (iii) Category of work:** Technical work
- (iv) Pay level of consultant (at the time of retirement/ superannuation):** Level 11
- (v) Discipline or domain, where engagement of consultant is required:**
Quality assurance activities for projects related to artillery rockets and rocket warheads.
- (vi) The expertise / skills / knowledge required for engagement as consultant:**
The consultant should have knowledge of artillery rocket system, mechanical drawings and Quality Assurance Plans. He/ she should have knowledge of raw material testing and various material standards. The consultant should have experience of inspection of propellants, and other rocket components.
- (vii) Outline of the tasks to be carried out:**
Quality assurance activities of Rockets and Rocket Warheads including
- a. Checking of Drawings
 - b. Checking of QAPs
 - c. Raw material testing for various components
 - d. In process inspection
 - e. Inspection and testing of finished products at Production Agency premises (Pune and outstation)
 - f. Auditing of test reports
 - g. Monitoring assembly of rockets
 - h. Carrying out QA checks before trials
 - i. Attending static and dynamic trials
- The consultant will also be given task of checking drawings and QAPs of ATAGS and small arms.
- (viii) Estimated time period required for completion of Tasks:** One year and extendable as per norms.

Terms of Reference (TOR) for Engagement of Consultant (Level-11)
Post Code: 2024/ARDE/201

- (i) The proposed engagement is for specific work of the following projects:**
The proposed engagement will be for various Missile Warhead projects including Pralay, Rudra Mk-II and Mk-III, Akash NG, VSHORDS and AD1 warhead. The consultant will be engaged for ATAGS and small arms projects also.
- (ii) Precise statement of objectives for appointment of consultant:**
The consultant is required to evaluate/ check drawings and Quality Assurance Plans (QAPs) of various missile warheads, to monitor testing of raw materials for various components, inspection of components and assemblies, audit of test reports, and testing of sub-assemblies and assemblies. The consultant is required for checking of drawings and QAPs of ATAGS and small arms projects.
- (iv) Pay level of consultant (at the time of retirement/ superannuation):** Level 11
- (v) Discipline or domain, where engagement of consultant is required:**
Quality assurance activities for projects related to missile warheads and small arms.
- (vi) The expertise / skills / knowledge required for engagement as consultant:**
The consultant should have knowledge of warheads, mechanical drawings and Quality Assurance Plans. He/ she should have knowledge of raw material testing and various material standards. The consultant should have experience of laying of preformed fragments on PF warhead. The consultant should have experience of development of blast and incendiary warhead.
- (vii) Outline of the tasks to be carried out:**
Quality assurance activities of missile warheads including
- a. Checking of Drawings
 - b. Checking of QAPs
 - c. Raw material testing for various components
 - d. In process inspection
 - e. Inspection and testing of finished products at Production Agency premises (Pune and outstation)
 - f. Auditing of test reports
 - g. Monitoring integration of warheads with missile section
 - h. Carrying out QA checks before trials
 - i. Attending static and dynamic trials
- (viii) Estimated time period required for completion of Tasks:** One year and extendable as per norms.

Terms of Reference (TOR) for Engagement of Consultant (Level-11)
Post Code: 2024/ARDE/202

(i) The proposed engagement is for specific work of the following projects:

The proposed engagement is for specific work related to Filling, Assembly, Testing, Proof Inspection, Trials and documentation during development and production of various Power Cartridges required by Indian Air Force & Indian Navy.

(ii) Precise statement of Objectives for appointment of Consultant:

The consultant is expected to help the development and production team in executing the task with a systematic approach, in synergy with various stakeholders. Consultant should facilitate the team to overcome challenges by proper practical & analytical skills and high logical ability to help solve different development and production related issues along with formulation of technical documents for qualification and acceptance of Power Cartridges, assist in preparation of TOT documents, review of drawings and QAPs.

(iii) Category of work: Technical work

(iv) Pay level of consultant (at the time of retirement/ superannuation): Level 11

(v) Discipline or domain, where engagement of consultant is required:

Domain expertise in the field of Filling, Assembly, Testing & Firing Trials of Power Cartridges

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

- Knowledge of Propellants and Pyrotechnic composition
- Expertise in the field of Filling & Assembly of Power Cartridges
- Having requisite skill in carrying out various firing trials like empty proof, charge assessment trial, lot proof, Life extension & revision trials
- Knowledge of technical documentation required for development of Power Cartridge technology
- Ready to attend the outstation duties
- Experience of planning and execution of fitment & firing trials outstation places
- Experience in Power Cartridge technology of minimum 20 years

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

The consultant is supposed to carry out following tasks -

- To carry out Filling & Assembly of different Power Cartridges both for production and development purpose
- Testing of Power Cartridges for various defects by carrying out different tests like Hygro, Leak, tests covered under DQT, etc.
- Carry out trials by conducting physical firing using Closed & Vented vessel
- Conduct of Life Assessment, Life Extension & Life Revision trials
- Outstation duties for fitment and firing trials
- Various activities post filling/assembly/trials like compilation, preparation and analysis of trial result, etc.
- Inspection of store as and when required
- Liaisoning with various stakeholders like AFK, OFDR, OFK, Pvt vendors/ industries

(viii) Estimated time period required for completion of tasks: One year and extendable as per norms.

**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 / Unit, where he is engaged.
2. The working hours would be that of the working hours of the Lab / Estt / Unit where he 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 dated 06/07/2022. 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.
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**

Application for Post Code (*Please mention Post Code*): **2024/ARDE/.....**

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 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