

Government of India
Ministry of Defence
Defence Research & Development Organization (DRDO)
Naval Science & Technological Laboratory (NSTL)
Vigyan Naga, Gopalapatnam (Post), Visakhapatnam-530027, A.P.

Dated: 27 August 2024

CIRCULAR

Subject: Engagement of retired Government officials as Consultant on contract basis in NSTL (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 Consultant on short term contract basis. The relevant details and eligibility criteria are given below:

Post code	Pay level retired officials	Category & No. of consultants	Terms of Reference (TOR) Enclosed at	Contract duration
2024/NSTL/218	Level-12	Technical, 1 No.	Appendix-A	One year and extendable as per norm
2024/NSTL/219	Level-11	Technical, 1 No.	Appendix-B	
2024/NSTL/220	Level-10	Admin, 1 No.	Appendix-C	

Experience:

- a) Officers/Officials who have retired from Central/State Govts. 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 TOR).
- 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 Rs. 3,000/- for up to Pay Level 11 and Rs. 5,000/- for Pay Level 12 to 14.

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

Post code	Pay level retired officials	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration Per Month	Conveyance Allowance
2024/NSTL/218	Level-12	Rs. 80,000/- to Rs. 2,20,000/-	Rs. 60,000/-	Rs. 5,000/-
2024/NSTL/219	Level-11	Rs. 70,000/- to Rs. 2,00,000/-	Rs. 50,000/-	Rs. 3,000/-
2024/NSTL/220	Level-10	Rs. 60,000/- to Rs. 1,80,000/-	Rs. 40,000/-	Rs. 3,000/-

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 - I
3. Interested eligible retired officials of Central Government/State Government/PSU/Autonomous Bodies may submit their applications in the enclosed format at Annexure – II along with copy of documents as referred in the application to the **The Director, Naval Science and Technological Laboratory (NSTL), Govt. of India, Ministry of Defence, DRDO, Vigyan Nagar, Gopalapatnam Post, Visakhapatnam-530 027, A.P.** 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 **director.nstl@gov.in** with the subject line “**Application for Consultant**” within the above stipulated period. Incomplete / ineligible applications/ applications sent to address other than mentioned address or applications received after due date will be rejected automatically without any intimation.

List of Enclosures:

Enclosure	Subject/Mater
Appendix-A	Terms of Reference for Post Code 2024/NSTL/218
Appendix-B	Terms of Reference for Post Code 2024/NSTL/219
Appendix-C	Terms of Reference for Post Code 2024/NSTL/220
Annexure-I	Broad Terms and Conditions of the Contract
Annexure-II	Proforma of Application

DIRECTOR
NSTL

Terms of Reference (TOR) for Engagement of Consultant (Level-12) Post Code: 2024/NSTL/218

- (i) **Whether the proposed engagement is against vacant post or for specific work or project**
- **For specific work** - preparation of drawings and manufacturing of ship and submerged body models pertaining to ongoing and upcoming model testing requirement of NSTL.
- (ii) **Precise state of Objectives for appointment of Consultant is to associate in**
- Preparation of lines plan for the surface ships, submarines & underwater bodies and fairing of hull lines.
 - Preparation of appendage drawings (A&P Brackets, Rudders, Fin stabilizers, Bilge keels, Hull & bow mounted Sonar Dome, Energy Saving Devices etc.,)
 - Preparation of manufacturing and templates drawings (Sectional, Waterline, Stem & Stern) for the models and template drawings for appendages.
 - Manufacturing of scaled FRP models, appendages and templates as per the testing requirements for hydrodynamic performance assessment.
 - Model and appendages inspection with templates to maintain the desired accuracy required for the model testing.
 - Surface preparation of the models for marking of design draft line, different stations, location of appendages at the 3D Surface Table.
 - Marking and fitment of Studs to the model for turbulent stimulation.
 - Fitment and assembly of appendage and associate equipments like Dynamometers, Propeller shafts, motors etc.,
- (iii) **Category of work :**
- (a) **Technical Work** (b) **Administrative/Secretarial work**
- (iv) **Pay level of consultant (at the time of retirement / Superannuation) : 12**
- (v) **Discipline or domain, where engagement of consultant is required.**
- ITI Draftsman (Mechanical) from a recognized institute/Board with having experience in 20 years in handling the following with pay level 12.
- (vi) **Expertise/skills/knowledge required for engagement as consultant.**
- The consultant should have the following experience and knowledge:**
- a. 20 years of R & D experience in the area of preparation of drawings and manufacturing of ship and submerged body models
 - b. Experience in inspection of model manufacturing process.
 - c. Expertise in fairing of lines plan of surface ships, submarines and underwater bodies.
 - d. Expertise in preparation of model template drawings and appendage drawing
 - e. Persons possessing experience of having worked in DRDO would be accorded preference during selection/appointment.

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

(Details of work required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)

Sl. No.	Consultant requirement	Tasks to be carried out
1	Level 12 Officer	<p>The consultant shall undertake the all activities pertaining to realization of ship and submerged body models. The following is the detailed scope of work for the proposed consultant to be hired:</p> <ul style="list-style-type: none">➤ Preparation of lines plan from offset tables.➤ Fairing of Lines and preparation of 1:1 scaled model manufacturing drawings.➤ Preparation of Appendage and template drawings.➤ Manufacturing of scaled FRP models, appendages and templates.➤ Inspection of model manufacturing process.➤ Surface preparation and Marking of various reference lines on the hull using 3D Surface table.➤ Fitment and assembly of appendage and associate equipments.

(viii) Estimated time period required for completion of Tasks:-

(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

Sl. No.	Tasks/Jobs/Documents	Deliverables (in No.)	Duration (in months)
1	Preparation of Lines plan & template drawings and fairing of lines for surface ship / Submarines / Submerged Bodies	3	3
2	Preparation of 1:1 Scale model manufacturing drawings	3	2
3	Manufacturing & inspection of Scaled models	3	7

Terms of Reference (TOR) for Engagement of Consultant (Level-11) Post Code: 2024/NSTL/219

- (i) **Whether the proposed engagement is against vacant post or for specific work or project**
- **For specific work** - Preparation of Statement of Case, Board Proceedings, site plans/line plans for proposed civil and electrical works and monitoring /supervision of ongoing works at NSTL.
- (ii) **Precise state of Objectives for appointment of Consultant is to associate in**
- Preparation of site plans / line plans for the all proposed civil works.
 - Liaison with MES for timely submission of cost estimates for proposed works.
 - Coordinating with MES authorities for day-to-day maintenance works.
 - Liaison with DEO and state revenue department in connection with defence land related issues.
 - Regular correspondence with DRDO HQ, New Delhi, CCE(R&D) Estate South, CE(R&D), Secunderabad and AGE(I) R&D, NSTL.
- (iii) **Category of work :**
- (a) **Technical Work** (b) **Administrative/Secretarial work**
- (iv) **Pay level of consultant (at the time of retirement / Superannuation) : 11**
- (v) **Discipline or domain, where engagement of consultant is required.**
- ITI Draftsman (Civil) from a recognized institute/Board with having experience in 30 years in handling civil /electrical works in pay level 11.
- (vi) **Expertise/skills/knowledge required for engagement as consultant.**

The consultant should have the following experience and knowledge:

- a. Experience of 30 years in handling civil/electrical works in a Govt of India department.
- b. Drawing of site plans / line plans for proposed civil/electrical works including R&D facilities.
- c. Preparation of SoC/draft for Board of officers for proposed civil/electrical works.
- d. Persons possessing experience of having worked in DRDO would be accorded preference during selection/appointment.

Outline of the tasks to be carried out:-

(Details of work required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)

Sl. No.	Consultant requirement	Tasks to be carried out
1	Level 12 Officer	<p>The consultant shall undertake the all activities pertaining to Civil/Electrical/Water installation. The following is the detailed scope of work for the proposed consultant to be hired:</p> <ul style="list-style-type: none">➤ Preparation of site plans / line plans for the all proposed civil works.➤ Preparation of Statement of Case and Board Proceedings for all new civil works proposals at NSTL.➤ Pursuing with Defence Estate Office, State Revenue Department toward resolving disputes through liaison and coordination.➤ Coordination with maintenance agencies / user groups for smooth execution of all civil electrical works at technical as well as residential area.➤ Resolving maintenance issues/complaints raised at various technical divisions/sections/residential area.➤ Regular correspondence with DRDO HQ New Delhi, CCE(R&D) Estate South, CE(R&D) Secunderabad and AGE(I) R&D, NSTL on all civil works related matters.➤ Physical supervision of all ongoing civil works at the laboratory.➤ Pursuing the proposed civil works with engineering authorities /IFA/CFA for timely issue of AoN/Administrative Approvals / Tender Action.

(vii) Estimated time period required for completion of Tasks:-

(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

Sl. No.	Tasks/Jobs/Documents	Deliverables (in No.)	Duration (in years)
1	Preparation of Site Plans / Lines plans, Statement of Cases, Board Proceedings of all proposed civil works	---	2
2	Resolving pending land related issues through regular correspondence and liaison with DEO	---	1

**Terms of Reference (TOR) for Engagement of Consultant (Level-10) Post Code:
2024/NSTL/220**

- (i) **Whether the proposed engagement is against vacant post or for specific work or project**
➤ **For specific work**
- (ii) **Precise state of Objectives for appointment of Consultant is to associate in**
➤ The service of a consultant is required to assist the Administration Department in dealing with existing court cases filed by / against this office, disciplinary cases and to deal with matters related to various labour acts/laws.
- (iii) **Category of work :**
(a) ~~Technical Work~~ (b) **Administrative/Secretarial work**
- (iv) **Pay level of consultant (at the time of retirement / Superannuation) : 10**
- (v) **Discipline or domain, where engagement of consultant is required.**
➤ Administration.
- (vi) **Expertise/skills/knowledge required for engagement as consultant.**

The officer should have work experience of dealing with court cases, disciplinary cases and should be well conversant with the following Rules/acts:

- a. Prevention of corruption Act.
- b. Central Vigilance Commission Act
- c. CCS (Conduct) Rules.
- d. RTI Act and Procedural Codes etc.
- e. Contract Labour (R&A) Act 1970.
- f. Payment of wages Act 1939
- g. Minimum Wages Act 1947
- h. Industrial Dispute Act 1974 etc
- i. Factories Act 1948
- j. Indian Contract Act 1872

Outline of the tasks to be carried out:-

(Details of work required to be carried out/specific tasks/activities to be assigned to consultants should be indicated)

- Coordination with Govt. Counsel for handling and helping with ongoing court cases and other legal matters.
- Tender legal opinion upon the issues arising at the office. Prepare parawise comments on all OAs, Writ Petitions, SLPs, PILs filed against the Union of India & forward to the concern standing counsel after approval of the competent authority for drafting counter affidavit.

- Scrutinize the counter affidavit received from the Govt. Counsel with reference to the parawise comments.
- Perform such work of legal nature as may be entrusted to him/her from time to time.
- Maintenance of report of pending court cases & monitoring thereof.
- Timely implementation of judgments given by court(s)
- Process of obtaining/renewal of license / registration certificate under factories act or various Labour Acts and other necessary correspondence with the concerned departments pertaining to factories act or labour acts as the case may be.
- Facilitation of records maintained under various Labour Acts.

(vii) Estimated time period required for completion of Tasks:-

(This should be framed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

Initially one year (extendable for second year, as decided by the competent authority)

**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/Estts/Unit, where he is engaged
2. The working hours would be that of the working hours or the Lab/Estts/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 enters in to the contract Agreement with DRDO
5. 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
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. 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..... (Name of the Consultant),
S/o..... Hereby agree unconditionally with
all above referred Terms & Conditions for engagement as consultant in DRDO.

Date : (Signature of Applicant)

Place: Name

**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 :
E-mail :
Contact No. : 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 service 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 sheets, 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 this circular and ready to accept all the terms and conditions for engagement of consultant.

(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