

Government of India
Ministry of Defence
Defence Research & Development Organisation (DRDO)
DRDO Young Scientist Lab for Artificial Intelligence
C.V. Raman Nagar, Bengaluru – 560093

Dated: **18/09/2024**
Last Date of Receipt of Applications :
(with 21 days closing duration)

Engagement of Retired Government Employees as 'Consultant' in DYSL-AI, Bangalore on contract basis

1. DRDO/DYSL-AI invites applications from Retired employees from Central Government/State Government/PSU/Autonomous Bodies having considerable experience of functioning in Central Government Ministries/Departments for engagement as Consultant on short term contract basis as per Post Specific Terms of Reference (TOR). The relevant details and eligibility criteria are given below.
2. **Brief Description about the Requirement:-**

Post Code	No. of Posts	Pay Level of Retired official	Category	TOR (Term of Reference)	Contract duration / period	Location
2024/DYSL-AI/227	01	Level-7 of Pay Matrix as per approved 7 th CPC	Admin	Enclosed	One (01) year and extendable as per norms	Bengaluru

3. **Eligibility Criteria:**

- a. The applicants, who have retired from Central / State Govts, PSUs, Autonomous Bodies, Universities, Govt. R&D Organizations and possessing practical knowledge, adequate experience in the field relevant to the functioning for which applying **(as per annexed TOR)**.
- b. Persons possessing experience of having worked with DRDO would be accorded preference during selection/appointment.
- c. Possessing effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his/her areas of work.
- d. The applicant must have had unblemished Service record.
- e. 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.
- f. The applicant must have retired at prescribed PAY LEVEL as mentioned above.

4. **Age Limit:** The maximum age limit of the applicant shall not be more than **63 years** as on the closing date for receipt of the application.
5. **Procedure for Appointment:-**
- a. The applications received by the **Closing Date** shall be preliminarily scrutinized/examined, as regards fulfillment of Basic Eligibility Criteria and the TOR, by a locally-constituted Committee. Subsequently, a duly-constituted Screening Committee shall scrutinize the applications to assess the suitability of the candidates, and short-list the applicants, keeping in view the eligibility criteria, requirements (TOR), GFR provisions and the relevant Guidelines.
 - b. The merit-wise panel recommended by the Screening Committee for appointment, including wait-listed candidates, shall be valid for six (06) months.
 - c. The Offer of appointment, containing the Terms & Conditions of engagement, shall be issued by the Directorate of Personnel, DRDO HQ after obtaining the approval of the Competent Authority on the recommendations of the Screening Committee.
 - d. On receipt of the 'Offer of Appointment', the 'Consultant' shall be required to submit the following documents:-
 - (i) Letter of Consent;
 - (ii) Contract Agreement, duly signed, in the prescribed pro forma (Appendix 'B');
 - (iii) Non-Disclosure Agreement – Confidential Clause with the Government of India, and Ethics & Integrity Clause duly signed (Appendix 'C')
 - (iv) An undertaking towards acceptance of the Terms & Conditions contained in the Offer of Appointment (Appendix 'D').
 - e. Before the Contract Agreement is executed, the employing office shall carry-out the pre-appointment activities of verification of relevant documents like PPO, Medical Fitness Certificate, Police Verification, etc.
 - f. The selected candidate shall be required to sign the Contract Agreement and Non-Disclosure Agreement (03 copies, each) on a Non-Judicial Stamp Paper of Rs.500/- with the employing officer (*as per the proforma prescribed*).
6. **Terms & Conditions governing the Engagement:-**
- a. The "Consultant" shall perform the job(s)/task(s) as per the Terms of Reference (TOR) enclosed herewith at **APPENDIX-'E'**.
 - b. The engagement of a retired Government servant as 'Consultant' shall not be construed as a case of 're-employment'.
 - c. The 'Consultant' shall not exercise any statutory, legal or financial power(s).
 - d. The appointment as 'Consultant' shall be of a temporary (non-official) nature against the specific job(s), and the 'Consultant' shall not be entitled for any benefit/compensation/absorption/regularization of service with DRDO.
 - e. **The engagement as 'Consultant' shall be initially for the contractual duration of one (1) year only (from the date of engagement), unless extended as per norms.**

- f. The 'Consultant' appointed shall, in no case, represent or give opinion or advice to others in any manner which is adverse to the interests of the Ministry of Defence/Department of Defence R&D/DRDO, nor will he/she indulge in any activity outside the terms of the contractual assignment. Further, in the course of execution of his/her duties under the contract, he/she declare the arising 'conflict(s) of interest' (if any) and shall refrain from advising/influencing on any such matters.
- g. The 'Consultant' shall, under no circumstances, share data and information with any bilateral agency/multilateral agency or with any person/institution without the specific prior approval of the Chairman DRDO/Secretary DD (R&D) to the effect.
- h. The 'Consultant' shall not publish any article based on the data, inputs & information obtained during the course of his/her official assignment, without obtaining specific prior approval of the Chairman DRDO/Secretary DD (R&D).
- i. The Intellectual Property Rights (IPR) of the data & deliverables shall be the exclusive property of DRDO only.
- j. The 'Consultant' shall hand-over the entire set of records of the assignment to DRDO before expiry of the contract and before release of the final payment, whichever is earlier.
- k. If the 'Consultant' fails to perform/address the assigned jobs/tasks or if the quality of the delivered output is not to be satisfaction of the employing office or if the laid – down time – schedule is not adhered to by the 'Consultant' or if the 'Consultant' is found lacking in honesty & integrity or is unauthorized absent from work, or at any time without assigning any reason, the contract entered into may be terminated by the Competent Authority, by giving a prior written notice of one (1) week.
- l. The 'Consultant' may also resign from the assignment by giving a prior notice of one (1) month. Payment of one (1) month's remuneration, in lieu of notice period, by either side, may be considered at the discretion of the Competent Authority.
- m. The Competent Authority for settling any dispute arising out of the terms & conditions of the Contract or for interpreting any of the terms & conditions of the Contract or for any uncovered condition(s) shall be DG (HR), DRDO, whose decision shall be final & binding upon the 'Consultant'.
- n. Periodic Monitoring of Performance & Deliverables shall be carried-out by the employing office in accordance with the provisions contained in the relevant Guidelines.
- o. The detailed General Terms & Conditions, enclosed herewith at **APPENDIX-'D'** shall be applicable.
7. **Remuneration:** 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:-

Category	Remuneration	Conveyance Allowance
Pensioners	Pay drawn at the time of retirement less Basic Pension being drawn.	Rs.3000/-
Non-Pensioners	Pay Level-7 of the above post code- Rs.30,000/-	

8. **Allowances:** Consultants shall not be entitled to any kind of allowance/benefit such as Dearness allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical reimbursement, reimbursement of telephone/internet resources etc. however, should they require to travel inside the country in connection with the official work of the organization, he 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.
9. The 'Consultant' shall follow the normal working hours of the employing office. However, as work exigencies may demand, he/she may be required to work beyond the stipulated working hours.
10. **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. His/her engagement as consultant shall not be construed as a case of re-employment.
11. **Leave:** Paid Leave of absence, at the rate of 1.5 days for each completed month of service, is admissible. However, no accumulation of leave beyond a calendar year may be allowed.
12. Interested eligible retired officials of Central Government /State Government/PSU/Autonomous Bodies may submit their applications in the enclosed FORMAT (**APPENDIX – 'A'**) with all the requisite supporting documents received at the following address or by email to accounts.dysl-ai@gov.in
(accounts. (dot) dysl-(hyphen) ai@gov. (dot) in)

The Director,
DRDO Young Scientist Lab for Artificial
Intelligence (DYSL-AI)
Government of India, Ministry of Defence
Defence Research & Development Organisation
Dr. Raja Ramanna Complex, Raj Bhavan Circle, Bengaluru – 560001.

13. Applications received after closing date will be rejected automatically without any intimation to the applicant. DRDO reserves the right to cancel this advertisement, and to not to proceed in the matter for engagement of consultant, at any stage, and accept or reject any or all applications, without assigning any reason whatsoever.
14. **Cutoff date** for receipt of application is **21 days from the publication of Advertisement.**

PROFORMA OF APPLICATION FOR ENGAGEMENT AS CONSULTANT IN DRDO

1	Post Code		
	Advertisement No.:	8048/DYSL-AI/HR/Consultants/001/2024	
2	Name in Full: (in Block letters)		
3	Date of Superannuation: (DD-MMM-YYYY)		
4	Designation at the time of superannuation		
5	Basic Pay & Grade Pay/ Pay Level at the time of Superannuation		
6	Name of the Organization last served with address		
7	Date of birth (DD-MMM-YYYY)		
8	Age (As on closing date of advertisement):		
9	Gender:	Male/Female	
10	Address for correspondence :		
	E-mail :		
	Contact No.:	Mobile No.:	
		Landline:	
11	Educational Qualification (Graduation onwards):		

12	Areas of Research : (for Scientific / Technical posts)			
	Area of Specialization : (for Admin. posts)			
13	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)
14	Complete list of published books / Monographs Research papers etc. (for Scientific / Technological posts only)			
15	Details of Knowledge of Computer			
16	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 **(Appendix -'D')** for engagement of Consultants.

(Signature of the Applicant)

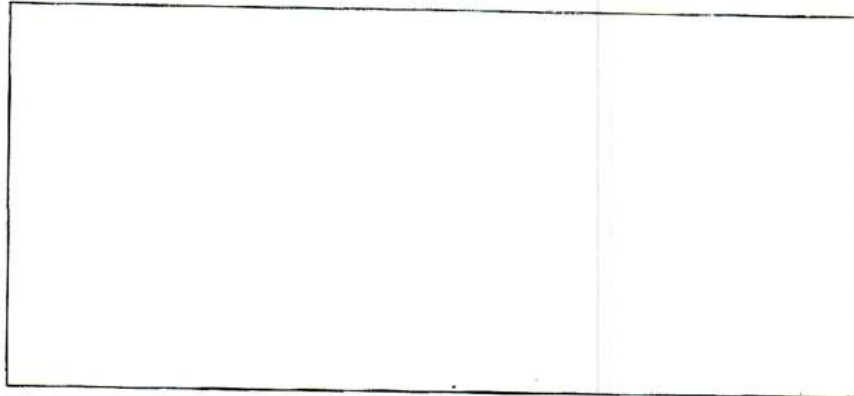
Date:

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'

TO BE EXECUTED ON NON JUDICIAL STAMP PAPER OF RUPEES 100/-



AGREEMENT

ARTICLES OF AGREEMENT MADE ON THE DAY OF TWO THOUSAND ANDbetween Shri/Smtson/daughter ofhereinafter referred to as Consultant of the first part, AND the PRESIDENT OF INDIA, herein referred to as 'the Government', of the Second part, acting through **Secretary, Department of Defence (Research & Development), Ministry of Defence.**

WHEREAS The GOVERNMENT have engaged the PARTY of the First Part as the **Consultant** under the Department of Defence Research & Development, Ministry of Defence and 'the PARTY of the First Part' has agreed to serve the said organization as per the GOI Letter No....., dated (Guidelines for appointment of Retired Govt Employees as Consultant), and on the terms and conditions hereinafter contained.

NOW THESE PRESENT WITNESS AND THE PARTIES HERETO RESEPECTIVELY AGREE AS FOLLOWS:

1. The PARTY of the First Part shall submit to the orders of the Government and of the Officers and Authorities under whom he may from time to time be placed under by the Government and appointed on contract basis for a period of one year extendable by one year subject to fulfillment of quantifiable deliverable mentioned in contract for a lump sum payment of remuneration of Rs..... per month and Transport allowance as prescribed in GoI letter under reference commencing from Or until further orders, whichever is earlier, subject to the provisions hereinafter contained.

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2. The tenure/term of the PARTY of the First Part ordinarily for an initial period not exceeding one year, which is extendable by another one year. Beyond two years, wherever adequate justification exists, the term may further be extended based on a review of the task and the performance of the contract appointee by the PARTY of the Second Part, provided it shall not be extended beyond total tenure of 5 years. Under no circumstances the appointment/extension of PARTY of the First Part shall be done beyond 65 years of age.
3. The PARTY of the First Part shall continue to draw pension, if entitled and the dearness relief on pension during the tenure as per one's entitlement and regulated as per applicable Pension Rules. No other allowance/ benefit such as Dearness Allowance, Transport Facility, Residential accommodation, Personal Staff, CGHS, Medical reimbursement etc. shall be payable. However, should they require to travel inside the country in connection with the official work of the organization, TA/DA claim shall be regulated as per his/her entitlement at the time of retirement.
4. The PARTY of the First Part shall report to the Director of the Lab/Estt/Unit concerned or DG concerned in the event they are required to report directly to them. The PARTY of the first part shall be stationed at _____.
5. The PARTY of First Part shall carry out the task as per Terms of Reference (TOR) for engagement of Consultant (as Annexed) and also carry out any other task as may be assigned to him by Director of Labs/Estt/Unit from time to time. The PARTY of the First Part shall not be allowed to hold any other position with any private body or any other Govt. Organization while holding this position with DRDO. Any advice or contribution made during the period of the contract shall be the sole property of DRDO.
6. The PARTY of the First Part shall submit the following reports of the work carried out by them during the tenure:
 - (a) Self-attested half yearly Plan of deliverables/milestones envisaged for at the beginning of contract period to be accomplished.
 - (b) Self-attested Half-Yearly Progress Report of milestones achieved, attendance details, leave availed etc., duly endorsed by the Lab Director or authority concerned.
 - (c) Annual achievement in detail on the technical/administrative work carried out vis-à-vis quantifiable deliverables projected in TOR for engagement of Consultant on completion of one year.
7. The PARTY of the First Part shall not be engaged for policy formulation, work of confidential and secret nature. The PARTY of First Part shall sign a Non-Disclosure Agreement/Secrecy bond with DRDO with regard to confidential information that the PARTY of First Part may be exposed to during the period of contract. The PARTY of First Part shall follow all security instructions, restrictions, and General Conduct Rules (as Annexed) as applicable to a DRDO employee, with no exceptions. She/he shall also be bound by the rules with regards to publishing of research works, official material in India and abroad and likewise disclosures to the media or conferences/seminars.
8. The PARTY of the First Part shall attend the office on all working days of the Lab/Establishment to which he is reporting. He shall mark his attendance as per the GOI Policy on the

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matter. The PARTY of the First Part shall be entitled for paid leave of absence at the rate of 1.5 days for each completed month of service. The an-availed leave in a calendar year shall neither be carried forward to next year nor encashed.

9. The PARTY of the First Part shall not be authorized to any honorarium in lieu of his participation in any committee of DRDO.

10. The party of the second part would be free to terminate the contract in case of absence of party of the first part by more than 30 days beyond the entitled leave in a calendar year

11. The services of PARTY of the FIRST Part may be terminated at any time during the tenure by Secretary DD R&D without assigning any reason by tendering a notice in writing of one week before such termination. PARTY of the FIRST Part may resign with a prior notice of one month in writing. Provided that services of the Party of First Part may be terminated at any time forthwith also and on such termination the Party of First Part shall be entitled to claim a sum equivalent to remuneration of one month or as the case may be for the period by which such notice falls short of one month.

12. The Terms and conditions of this contract Agreement shall be valid till _____ after which it shall stand terminated.

13. IN WITNESS THEREOF, of the PARTY of THE FIRST PART and _____ (name).
Director _____ (Lab/Estt/Unit's name) of the Department of Defence Research and Development, Ministry of Defence for and on behalf of the President of India have herein to set and subscribed their respective hands on the day month and year as mentioned above.

Executed by

Witness -1

Witness -2

Executed by the President of India

Through _____

Director _____

Department of Defence Research and Development

Ministry of Defence

At _____ in the presence of

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Appendix 'C'

NON DISCLOSURE AGREEMENT

This Non-Disclosure Agreement MADE ON THEDAY OFTWO THOUSAND ANDbetween Shri/Smt son/daughter ofhereinafter referred to as **Consultant** of the first part, AND the PRESIDENT OF INDIA, herein referred to as 'the Government', of the Second part, acting through **Secretary, Department of Defence (Research & Development), Ministry of Defence.**

WHEREAS The GOVERNMENT have engaged the PARTY of the First Part as the **Consultant** under the Department of Defence Research & Development, Ministry of Defence and PARTY of the First Part has agreed to serve the said organizations on the terms and conditions contained in the Agreement.

Now, therefore, in consideration of the forgoing and the respective covenants and promises contained herein the Parties to the Agreement hereby agree as follows:

1. "Confidential Information" shall, for the purpose of this Agreement include without limitation, any Technical, Administrative, Commercial, Financial Information, Know-how, trade secrets, processes, machinery, design, software, drawing, technical specification and data in any form, disclosed in confidence by one Party to the other Party directly or indirectly, in written or any other form of communication.
2. For the purpose of this Agreement, confidential information shall not include:
 - a) Information which is in the public domain at the time of agreement.
 - b) Information which is although originally confidential information becomes available broadly to the public through no fault of the Parties hereto, as of the date of its becoming available in the public domain.
3. The Party of the First Part agrees that it will not, during or after the course of contract agreement, disclose the confidential information to any third party for any reason or purpose whatsoever without the prior written consent of the Secretary DD (R& D).
4. The Party of the First Part shall handle and store any such confidential information in such a way as to prevent any unauthorised disclosure thereof.

5 IN WITNESS THEREOF, of the party of THE FIRST PART
.....(name) and Director,
(Lab./Estt./Unit/Offices' Name) of the Department of Defence Research and Development,
Ministry of Defence for and on behalf of the President of India have herein to set and subscribed
their respective hands on the day, month and year as mentioned above.

Executed by

Witness – 1

Witness -2

Executed by the President of India

Through -----

Director -----

Department of Defence Research and Development, Ministry of Defence

At ----- in the presence of

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/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 enters into the contract Agreement with DRDO.
5. The consultant shall be paid remuneration and conveyance allowance as per Para 6 of Government of India, Ministry of Defence letter No. DHRD/DRDO CONSULANT/GUIDELINES/E/685/D(R&D)/2022 dated 06 July 2022 , issued under Govt letter No. DHRD/76682/Consultant/C/M/01 dated 27July 2022, subject to ceiling that remuneration plus pension drawn by the consultant shall not be more than the last pay drawn by him / her 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 tohim/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. The 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 at the rate of 1.5 days for each completed month of service. Accumulation of the 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 and Conditions for engagement of consultant in DRDO.

Date:

Place:

(Signature of Applicant)

Name:

**Government of India
Ministry of Defence
DRDO**

Terms of Reference (TOR) for Engagement of Consultants

- i) Whether the proposed engagement is against vacant post or for specific work or project:**

Not against a vacant post. Proposal is for specific assignments relating to projects

- ii) Precise statement of Objectives for appointment of Consultant:-**

DYSL-AI is about 5 year old and the Lab is progressing projects in the area of Artificial Intelligence. In order to aid the Scientists of the Lab in progressing the procurements related to projects and technical activities being pursued in the Laboratory, experienced hands are required. This will un-burden the Scientific manpower of the tasks related to procurement and other Stores management activities of the Laboratory and enable them to devote their time entirely for Scientific and Technical activities of the Laboratory

- iii) Category of work**

Administrative/Secretarial Work

- iv) Pay level of consultant (at the time of retirement/superannuation)**

Pay Level 7

- v) Discipline or domain, where engagement of consultant is required**

Material Management/Procurement

- vi) The Expertise/Skill/Knowledge required for engagement as consultant.**

- a) Minimum 10 years' experience in Material management and having retired in the pay scale of level 7 or equivalent
- b) Thorough knowledge of DRDO Procurement process
- c) Knowledge of Inventory/Stores Management procedure being followed in DRDO
- d) Knowledge of procurement through GeM, IMMS, Defproc

vii) Outline of the tasks to be carried out:

- a) Processing of demands till procurement stage as per provisions of guidelines in vogue
- b) Processing demands for concurrence to various financial authorities and obtaining approvals thereof
- c) Obtaining sanctions for demands/procurements from concerned CFAs
- d) Placement of Supply Orders and Contracts
- e) Ensuring that all the documents are sent to CDA(R&D) as and when due
- f) Post Contract Monitoring to avoid slippages in delivery schedule to the extend possible
- g) Timely submission of GeM and other Bill to CDA(R&D)
- h) Handling of Bank Guarantees and other financial documents pertaining to Stores and Purchase Section as per the prescribed guidelines, so as to ensure that there are no lapses from the Lab's end on this account.
- i) Following of proper Stores Accounting processes on receipt of items
- j) Ensuring that all the documents and records in Purchase as well as Stores section are kept in the prescribed form
- k) Ensuring all the reports and returns pertaining to Stores and Purchase are sent within the due date
- l) Ensuring that Annual Stock taking of the items are taken properly and timely

viii) Estimated time period required for completion of Tasks:

The Consultant is required for a period of One years, (Extendable by another one more year based on requirement)