

**Government of India**

**Ministry of Defence**

**DRDO**

**Terms of Reference (TOR) for Engagement of Consultants**

**1. Discipline or domain, where engagement of consultant is required**

Stores Procurement and Maintenance of Contract & Material Management (CMM) activities.

**2. Outline of the tasks to be carried out:**

- (a) Handling of Public procurement for procurement life cycle.
- (b) Accounting of Inventory and Submission of Periodical Reports.
- (c) Auditing of CNC minutes, Draft Supply Order, Bills and Payments.
- (d) Coordination with office of PCDA, DG(MSS), IFA, Balmer & Lawrie, Banks, Audit Authorities etc.

**3. 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.
- (b) Persons possessing experience of having worked with DRDO would be accorded preference during selections/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.

**4. Age-Limit:** Maximum Age limit for the appointment of Consultant will be 65 years (As on closing date of Advertisement).

**5. Remuneration and Allowances:**

**5.1 Remuneration:** The maximum amount of consolidated monthly remuneration shall be as under:

Level of Pay in Pay Matrix*	Remuneration	Conveyance Allowance
Level 6& 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of Rs. 4,200/- & Rs. 4,600/-)	Rs. 30,000/-	Rs. 3,000/-
Level 8 to 10 (GP of Rs. 4,800/- to 5,400/-)	Rs. 40,000/-	
Level 11 (GP of Rs. 6,600/-)	Rs. 50,000/-	
Level 12 and 13 (GP of Rs. 7,600/- to 8,700/-)	Rs. 60,000/-	Rs. 5,000/-
Level 14	Rs. 75,000/-	

- \* **Note 1:** The total monthly remuneration and the Pension drawn by the Consultant shall not be more than the Last Pay Drawn by him/her calculated at the current rates of Dearness Allowance.
- \* **Note 2:** Enhanced remuneration may be paid to deserving officials on case to case basis with the approval of Secretary DD(R&D) and Addl FA & JS on account of special expertise/experience in the field concerned.

**5.2 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 etc. However, they should require to travel within 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.

**5.3 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 consultant. His/ her engagement as consultant shall not be construed as a case of re-employment.

Approved by



**PSR SRINIVASA SASTRY**  
OS & Director, DSP

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