**NATIONAL DEFENCE COLLEGE, NEW DELHI**
(Ministry of Defence)
Government of India

**ENGAGEMENT AS CONSULTANT (SUBJECT MATTER EXPERT) AT NDC**

1. Online applications are invited from Indian Nationals for full time engagement as Consultant (Subject Matter Expert) at National Defence College, New Delhi for a duration of 12 months (01 Jan 2027 to 31 Dec 2027).

2. **Description of Post.**

(a) **Name**. Consultant (SME).
(b) **No. of Posts**. One.
(c) **Qualification**. NDC course or equivalent, with expertise in National Security & Strategies.
(d) **Remuneration**. Rs 65,000/- to Rs. 80,000/- per month, depending upon pay level.
(e) **Age- Limit.** Age of the candidate should not be more than 65 years as on 31 Dec 2027.
(f) **Period of Engagement**. 12 Months i.e 01 Jan 2027 to 31 Dec 2027 (extendable for another 12 months).
(g) **Selection Procedure**. Through Screening-cum-selection committee iaw MoD Guidelines.
(h) **Last Date of application**. 28 Nov 2026.

3. Detailed advertisement is available on NDC website www.ndc.nic.in and MoD website www.mod.gov.in.

Ministry of Defence
D(GS-II)

**Sub : Proposal of NDC for engagement of consultants at NDC.**

With reference to the above, approval of the competent authority is hereby conveyed for engagement of 02 (Two) consultants at NDC, and on the draft guidelines prepared by NDC **(copy enclosed).**

2. Hiring of Consultant(s) by NDC will be done as per draft guidelines and as per the financial powers of Commandant, NDC with consultation of IFA (IDS), as per Schedule 20.1 of DFPDS-2016.

3. This has the approval of Defence Secretary.

01.10.2020

(Raghunandan Singh)
Under Secretary to the Govt. of India
Tele : 23012938

**Encl.** : As above.

Secretary, NDC
MoD I.D No. 4/5/NDC-2020-D (GS-II) dated 01.10.2020

# NATIONAL DEFENCE COLLEGE

(Ministry of Defence)
Government of India

## ENGAGEMENT AS CONSULTANT (SUBJECT MATTER EXPERTS)

1. Online applications are invited from retired Indian Nationals, who are NDC Qualified from National Defence College, New Delhi, for engagement as Consultant (SME) at NDC.

2. Applicants are advised to go through all parameters under different paras & sub-paras mentioned below & satisfy themselves about their suitability in terms of age limit, essential qualifications, etc. for the post before applying. Candidates fulfilling eligibility criteria of the post, as mentioned below, may apply to National Defence College 6- Tees January Marg, New Delhi in the prescribed format, upto 20 Nov 2026.

3. **Description of Post** .

3.1 **Name**. Consultant (SME).

3.2 **No. of Posts. 01.**

3.3 **Remuneration**. The maximum amount of monthly remuneration depending upon Pay lavel to Consultant (SME) shall be Rs 65,000/- (Rupees Sixty-Five Thousand only) to Rs. 80,000/- (Rupees Eighty Thousand only).

3.4 **Allowances**. Consultant (SME) shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc.

3.5 **TA/DA**. No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultant (SME) is not permitted at all. However, should they require to travel inside the country in connection with the official work of the Ministry, TA/DA as admissible to a regular employee of the same grade, he/she retired from, will be paid to him/her after obtaining approval of the competent authority.

3.6 **Drawal of Pension**. A retired Government official appointed as Consultant (SME) shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as Consultant (SME). His / her engagement as Consultant (SME) shall not be considered as a case of re-employment.

3.7 **Leave**. Consultant (SME) shall be eligible for Eight (08) Days of leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to him/her. Also, un-availed leave shall neither be carried forward nor encashed.

3.8 **Tax Deduction at Source (TDS).** TDS as admissible shall be deducted from the monthly remuneration of Consultant (SME). A TDS certificate shall be issued by the concerned Drawing and Disbursing Officer on demand.

3.9 **Working Hours.** Consultant (SME) would follow the normal working hours as prescribed (i.e. 09:00 AM to 05:30 PM). However, as per exigency one may have to sit late to complete a specific time bound work.

4. **Qualification and Experience of Consultant (SME).**

4.1 The candidate must be a practitioner-scholar with preferably a PhD degree, have an outstanding professional record within national security establishments, and a distinguished academic and publishing record.

4.2 Additional QRs include necessary teaching and research assignments in India and/ or aboard. Candidates would need to demonstrate a sound knowledge of the national security system, and possess ability to suitably mentor operational practitioners undergoing the NDC course.

5. **Age –Limit.** Age of the candidate should not be more than 65 years as on 31 Dec 2027.

6. **Procedure for Selection of Consultant (SME).**

6.1 6.1.1 Duly completed form in the requisite format (Annexure –I) should be sent by registered mail or by hand, addressed to The Commandant, National Defence College, 6 – Tees January Marg, New Delhi – 110011 within 21 days of the publication of the notification.

6.1.2 The received applications completed in all respects shall be screened by a **Screening-cum-Selection Committee** which shall consist of three members as under:-

| | | |
|---|---|---|
| **Chairman** | - | **Commandant, NDC** |
| **Member** | - | **Senior most Senior Directing Staff, NDC** |
| **Member** | - | **Secretary, NDC** |

6.1.3 The Committee shall hold a personal interaction with the shortlisted candidates, if required. The selection of candidates would be purely on merit in accordance with qualification and experience. The decision of the Committee in this matter shall be final.

6.2 After selection of suitable candidate(s) for appointment as Consultant (SME), an offer letter shall be issued to successful candidate(s) clearly indicating the terms and conditions of engagement.

6.3 No Consultant (SME) shall be allowed to join without first submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter.

7. **Period of Engagement.**

7.1 The initial engagement of a person as Consultant (SME) would be as mentioned in the offer letter or eleven months, whichever is less.

7.2 The appointment of Consultant (SME) would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy at NDC.

7.3 The appointment of Consultant (SME) is of a temporary (non-official) nature for specific assignment as per Terms of Ref. (Annexure II).

7.4 The engagement of Consultant (SME) can be terminated by NDC at any time without assigning any reason thereof by giving him/his 15 days prior notice. However, in case a Consultant (SME) wishes to resign, he will have to give a 15 days' advance notice or remuneration in lieu thereof, before resigning from the engagement.

8. **Confidentiality of Data and Documents.**

8.1 The Intellectual Property Rights (IPR) of the collected as well as deliverables produced for NDC shall remain with NDC.

8.2 The Consultant (SME) would not utilize or publish or disclose or part with; to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for NDC; without the express written consent of the Commandant NDC.

8.3 The Consultant (SME) shall be bound to hand-over the entire set of records of assignment to NDC before expiry of the contract and before the final payment is released by NDC.

9. **Conflict of Interest.**

9.1 The Consultant (SME) appointed by NDC, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of NDC, nor will he indulge in any activity outside the Terms of the Reference (Annexure II).

9.2 He / She will not be entitled for any benefit / compensation or absorption / regularization of service with NDC.

10. **Termination of Engagement.** NDC may terminate the engagement in any of the following conditions:-

10.1 The Consultant (SME) is unable to address the assigned work; or

10.2 Quality of the work is not to the satisfaction of the NDC; or

10.3 He / She fails in timely achievement of the milestones as finally decided by the NDC; or

10.4 He / She is found lacking in honesty and integrity.

**Note 1 – Prior to initiating process for termination of engagement with the Consultant (SME) on account of any of the above mentioned criteria; due opportunity would be accorded to explain his/her position.**

***Note 2 - NDC reserves the right to terminate the engagement, by serving fifteen (15) days' written notice on the Consultant (SME). Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.***

11. **Rights of The NDC**. NDC has the right to cancel the advertisement, and not go for engagement of Consultant (SME), at any stage. It may accept or reject any or all applications, without stating any reasons, whatsoever.

**ANNEXURE-I**

## APPLICATION FOR THE POST OF CONSULTANT AT NATIONAL DEFENCE COLLEGE, NEW DELHI

Recent Passport Size Photograph

| | | |
|---|---|---|
| 1. | Full Name (In Block Letters ) | |
| 2. | Father's /Husband's Name | |
| 3. | Date of Birth | |
| 4. | Contact details | Mobile No /Tel. No |
| | | Email Id |
| 5. | Address for communication | |
| | | |
| | | |
| | | PIN- |
| 6. | Date of joining of government Service | |
| 7. | Age as on date | |
| 8. | Whether SC/ST/OBC | |
| 9. | Whether physically handicapped | |
| 10. | Date of retirement and the post from which retired (Enclose copy of retirement order ) | |
| 11. | Name of the Ministry / Department / Organisation from which retired | |
| 12. | Last pay drawn (Please Enclose Copy) | |
| 13. | Education/Technical qualification (Please enclose copy of certificate/Mark Sheet) | |
| 14. | PPO No. (Please enclose copy) | |
| 15. | Details of Computer Knowledge | |
| 16. | Brief particulars of experience of the last 10 years (assignment-wise) (A separate sheet may be annexed ) | |

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/interview, my candidature is liable to be rejected and I shall be bound by the decision of National Defence College. I have read this circular and am ready to accept all the terms and conditions for engagement as Consultant (SME).

Place

Signature

Date

(Full name of the applicant)

**Annexure-II**

Government of India
Ministry of Defence
National Defence College
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## Terms of reference for Engagement of Consultant (SME)

1. **Precise Statement of Objective for Appointment of Consultant (SME).** The SME engaged as Consultant at NDC would be working as Senior Directing Staff for all practical purposes.

2. **Outline of the Tasks to be Carried out.** The Consultant (SME) would be expected to carry out following minimum tasks:-

2.1 Conduct Integrated Analysis Group (IAG) meetings.

2.2 Conduct one of the modules as assigned by the College.

2.3 Guide the Course Members (upto maximum of 18 members) assigned to him/ her in selection of topics, completion of thesis and their internal evaluation/ assessment, including viva voce.

2.4 Attend selected lectures, panel discussions and presentations etc conducted as part of training activity and promulgated in weekly training programme of NDC.

2.5 Assess all written assignments submitted by the Course Members assigned to him/ her including recommendation for publication in NDC Journal.

2.6 Supervise presentations given by the Course Members assigned to him/ her.

2.7 Attend all faculty meetings and other deliberations organised in connection with running of the NDC course.

3. **Schedule for Completion of Tasks.** As per published Block Calendar and weekly training programme for the current NDC course.