

**Terms of Reference for Engagement of Consultant (Non - Technical)
Post Code No.2 : Administration & Security**

1. **Whether the proposed engagement is against vacant post or for specific work or project.**

The proposed engagement of consultant is for specific work.

2. **Precise statement of Objectives for appointment of tenure based Consultants:-**

For Work related to Fire Safety audit, preparation of fire safety plants

3. **Category of work:**

(a) Technical work

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(b) Non-Technical Work

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4. **Number of Vacancies : 01**

5. **Pay level of consultant (at the time of retirement/superannuation):**

Pay Level – 9/ 10

6. **Qualification:** Graduate and should have retired from Central Government in the pay level 9-/10. Preference shall be given to Ex-Serviceman.

7. **Discipline or domain, where engagement of consultants is required.**

Fire Safety and General Administration

8. **The expertise/ skills/ knowledge required for engagement as consultants.**

Fire safety and support services. Assisting to Officer In-charge regarding fire safety activities at ADA.

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

- a) Review of Fire Safety, Fire safety services, compilation and preparation of replies for fire safety audit observations

10. **Estimated time period required for completion of tasks:**

One year and extendable based on performance/requirement of the project.

11. **Remuneration:** A fixed consolidated monthly remuneration shall be admissible as follows:

Pay level of Retired officials	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration payable	Conveyance Allowance	Remuneration payable per month
Pay Level-9/10	Grade- IV (Manager) (60000 -180000)	₹.40,000/	₹.3,000/-	₹.43,000/-
