



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY

OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE

Niryat Bhawan, BSNL Telephone Exchange, E-Block, BRS Nagar, Ludhiana- 141012

Phone No 0161- 2451474-email: ludhiana-dgft@nic.in

Date:-21.7.2026

VACANCY CIRCULAR

SUBJECT: Engagement of retired Government officers/officials as 'Consultant' on contract basis in the office of Additional Director General of Foreign Trade Ludhiana- regarding.

The Office of the Additional Director General of Foreign Trade Ludhiana invites applications from retired Government Officers/Officials for engagement as Consultant on contract basis.

The Number of existing vacancies for consultants to be appointed on contract basis is: Four (4)

The eligibility, job description, remunerations and terms and conditions of the Contract are as under;

Eligibility requirements:

- a. The applicant should not have attained the age of 64 years on the closing date of applications and should be in good health for discharging his official duties effectively;
- b. The applicant should have retired in the rank of 1. Upper Division Clerk (or equivalent pay scale) 2. Section Head 3. FTDO, (or equivalent pay scale) 4. Senior Secretariat Assistant (or equivalent pay scale) 5. Assistant Section office (CSS) (or equivalent pay scale) 6. Section Officer (CSS) or equivalent from Central Government Ministries/Department or their attached subordinates offices' (or equivalent pay scale)
- c. The applicant should have substantive experience in the areas of Audit, Establishment & Administration, Pension, Budget, Cash, Record Management, Procurement, Legal Matters, RTI, Monitoring/implementation of Policies/ Schemes, CQCTD, Grievance etc.
- d. The applicant should be fully conversant with Ms-Word/PPT/ Excel etc. as per role requirement and print their own note/drafts/OMs as required;

Period of engagement

- e. Period of engagement will be initially for a period of one year, from the date he/she join the office, which can be extended or curtailed at the discretion of the Competent Authority;

Remuneration

- f. The consultant shall be paid remuneration in terms of Department of Expenditure OM No.3-25/2020- E.III.A, dated 09.12.2020 which allows remuneration of Last Pay Drawn minus pension plus TA drawn at the time of retirement (No D.A. component involved)

Job Description

- g. The Consultant will be required to handle work related to Audit, Administration, Court matter, pension, PFMS, etc. and / or to examine cases/proposals, policy issues in the light of Central

Govt. Rules and Regulation, Prepare Briefs/ Presentation as and when required and any other work assigned to them by their controlling officers.

Terms and Conditions

- h. During the contract period, no other assignment/consultancy of any type will be accepted by the consultant
- i. The consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department;
- j. The consultant shall maintain absolute confidentiality and secrecy of the information handled by him/ her during the contract and even after termination of contract, failing which the consultant will be liable for suitable action;
- k. The consultant will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as 'Consultant' in the Office;
- l. The normal working hours shall be from 9.30 am to 6.00 pm. However, in exigencies, he/she may be called for services on holidays or beyond normal working hours, for which, no extra compensation, shall be admissible;
- m. The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System;
- n. 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 shall not be allowed.
- o. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken;
- p. Office of Additional DGFT, Ludhiana reserves the right to terminate a Consultant's engagement at any stage in the event of a serious failure to perform tasks assigned or on failure to observe any standards of conduct by giving one month's notice or pay lieu thereof on either side.
- q. Additional DGFT Ludhiana/ Competent Authority reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.
- r. Decision of selection Committee will be final and binding on all applicants;

interested and eligible candidates should send their application (in the enclosed format) by email id at Ludhiana-dgft@nic.in along with self attested copies of PPO, last salary slip and Adhar card, within 10 days' time from the date of issue of advertisement. A hard copy of the application may also be sent to this office at the following address. Office of Additional Director General of Foreign Trade, E Block, BRS Nagar, Telephone Exchange Building, Ludhiana. incomplete application or application received after due date will be rejected.

This issues with the approval of competent authority.



(ADITYA SINGH CHAUHAN)

DEPUTY DIRECTOR GENERAL OF FORETGN TRADE

Copy to:

1. Jt.DGFT, HRD-I, DGFT Hqrs. Vanijya Bhawan, Moti Lal Nehru Marg Area, New Delhi 110 001 for information and for uploading in the DGFT website.
2. EGTF Section, DGFT for publication on website of DGFT.
3. Notice Board(s).

APPLICATION FORM (PROFORMA)

**APPLICATION FOR THE POST OF CONSULTANT ON CONTRACT BASIS IN THE OFFICE OF ADDITIONAL
DIRECTOR GENERAL OF FOREIGN TRADE, LUDHIANA.**

1	Full Name (In Block Letters)		PHOTOGRAPH TO BE UPLOADED.	
2	Date of Birth			
3	E.mail Id			
4	Mobile Number			
5	Residential Address			
6	Educational Qualification			
7	Date of Superannuation/ Retirement			
8	Age as on the closing date			
9	PPO Number (enclose a copy)			
10	Post held at the time of Retirement			
11	Organization, currently working, if any.			
12	Organization, Superannuated from			
13	Details of Departmental Exams qualified, if any			
14	Brief Particulars of Experience (A separate sheet may be annexed)			
	Name of organization	Post held	Period From	Nature of work To
15.	Knowledge/Experience of MS Office Tools (Word/power point/ Excel)			

Undertaking:

1. I hereby declare that the particulars furnished above are true and correct to the best of my knowledge & belief. I further declare that I was clear from Vigilance Angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of Consultants.
2. I shall provide the references in respect of my assignments done in last three years, as & when required.

(Signature of the candidate)

Place:

Date: