



भारत सरकार

Government of India

वाणिज्य और उद्योग मंत्रालय

Ministry of Commerce & Industry

कार्यालय संयुक्त महानिदेशक विदेश व्यापार

Office of Joint Director General of Foreign Trade

4/286, पार्वती बागला रोड, नवाबगंज, कानपुर - 208 002

4/286, Parwati Bagla Road, Nawabganj, Kanpur - 208 002

Email: Kanpur-dgft@nic.in, Tele: 0512-2533801

F. No.: Jt. DGFT/KAN/ADMIN/ENG-CONSULT/25-26/1402

Dated: 19.08.2026

VACANCY CIRCULAR

Subject: Engagement of retired Government officers as 'Consultant' on contract basis in the Office of Joint Director General of Foreign Trade, 4/286, Parwati Bagla Road, Nawabganj, Kanpur — inviting applications thereof — reg.

Office of Joint Director General of Foreign Trade, 4/286, Parwati Bagla Road, Nawabganj, Kanpur, invites applications from retired Government Officers, for engagement as **Consultant on contract basis**.

2. The number of existing vacancies for Consultants to be appointed on contract basis is **One (01)**.
3. 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 from the rank of Assistant Director General of Foreign Trade, Foreign Trade Development Officer or equivalent from Central Government Ministries/Departments or their attached/subordinate offices.
- c. The applicant should have extensive secretariat experience (including noting, drafting and typing) with proficiency in handling audit, establishment, litigation, cash and budget/accounts matters. Additionally, the applicant must possess broad working knowledge of FR/SR, CCS Rules, GFR, DFPR, CAM, Foreign Trade Policy (FTP), Hand Book of Procedures (HBP) and policy/scheme monitoring & fund allocation.
- 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:

Period of engagement will be initially for a period of one year, from the date he/she joins the office, which can be extended or curtailed at the discretion of the Competent Authority / Jt. DGFT, RA Kanpur.

Remuneration:

The consultant shall be paid remuneration in terms of Government of India, Ministry of Finance, 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:

The consultant will be required to examine cases/proposals, policy issues in the light of Central Government rules and regulations, prepare briefs/presentations, deal establishment, cash, audit, litigation and analyze the proposals assigned to them by their controlling officers.

Terms and Conditions:

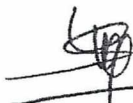
- a. During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.
- b. The consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department.
- c. The consultant 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.
- d. 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 Department.
- e. The normal working hours shall be from 09:30 am to 06:00 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.
- f. The consultant will have to mark his attendance in Aadhaar enabled Biometric Attendance System.
- g. 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.
- h. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.
- i. The Competent Authority / Jt. DGFT, RA Kanpur 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 in lieu thereof on either side.

j. The Competent Authority / Jt. DGFT, RA Kanpur reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.

k. Decision of Selection Committee will be final and binding on all applicants.

4. Interested and eligible candidates should forward their application (in the enclosed format) along with self-attested copies of PPO/LPC and Aadhar Card to **Office of Joint Director General of Foreign Trade, 4/286, Parwati Bagla Road, Nawabganj, Kanpur – 208 002** through **Speed Post**. The last date for receipt of application along with the requisite documents is **21 days** from the date of publication of this vacancy circular in the official website of DGFT. Incomplete application or application received after due date will be rejected.

5. This issues with approval of the Competent Authority.


(Sujeet Kumar Nirala)

**Foreign Trade Development Officer
For Joint Director General of Foreign Trade**

Copy to:

1. DGFT with a request to upload this vacancy circular in DGFT's website.
2. O/o Addl. DGFT (CLA), New Delhi for kind information.
3. Notice Board(s) of the Office.

**Application for the post of Consultant on contract basis in Directorate General of Foreign
Trade, Vanijya Bhawan, Akbar Road, New Delhi**

1. Full Name (in Block Letters)

2. Date of Birth

3. Email

4. Mobile Number

5. Residential Address

6. Educational Qualification

7. Date of Superannuation/ retirement

8. Organisation Superannuated from

9. Post held at the time of retirement

10. Age as on the closing date (YY/MM)

11. PPO Number (Enclose a copy)

12. PAN Number

13. Aadhaar Number

14. Details of Departmental exam qualified, if any

15. Organisation currently working, if any

Passport Size

Photograph

Duly Self-Attested

16. Brief particulars of Experience (a separate sheet may be annexed):

Name of Organisation	Post held	From	To	Nature of work
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17. Knowledge / experience of MS Office Tools (Word/Power Point/Excel)

Undertaking:

1. I hereby declare that the particulars furnished above are true & correct to the best of my knowledge & belief and I have not hidden or concealed any relevant information. I further declare that I was clear from vigilance angle at the time of my retirement.
2. I have read this circular and accept all the terms and conditions for engagement of consultants.
3. I shall provide the references in respect of my assignments done in last three years as and when required.
4. If particular mentioned by me are found false at any stage, then I shall be liable to be terminated without any notice and suitable action may be taken against me by the Competent Authority.

Signature of Applicant: _____

Name: _____

Place: _____

Date: _____