



F.No. 002/Consultant/2022-23/CLA-ADMN/  
GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DEPARTMENT OF COMMERCE  
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE  
CLA, A-WING, I.P.BHAWAN, I.P.ESTATE, NEW DELHI – 110002.  
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184

Dated: 23 June, 2023

### **VACANCY CIRCULAR**

**SUBJECT:** Engagement of retired Government officers/officials as 'Consultant' on contract basis in the office of Additional Director General of Foreign Trade, (CLA), New Delhi- regarding.

This is with reference to Vaccumancy circular dt.05 Dec 2022 wherein application were invited from retired government officers/officials. For engagement as consultants on contract basis in the zonal office and The O/o the Additional DGFT CLA, I.P.Bhawan, I.P.Estate, New Delhi-110002. Since the applications in the regards received are less than the total vacancies, application are again invited from retired government officials/officers for engagement as consultant on contract basis. Application already submitted will be considered accordingly and they need not apply again.

The Directorate General of Foreign Trade (DGFT), with its Headquarters in Vanijya Bhawan, New Delhi, is an attached Office of the Department of Commerce, Ministry of Commerce & Industry. While the DGFT Hqrs. is essentially responsible for formulating the Foreign Trade Policy and responding to the policy challenges from time to time, the implementation of the Foreign Trade Policy, including outreach with the exporters is done through the field offices, which are known as Regional Authorities. The Regional Authorities are divided into four Zones, for administrative coordination, namely, East, West, North and South. The RAs in Kolkata, Mumbai, Delhi and Chennai have respectively been designated as the Zonal Offices for Eastern, Western, Northern and Southern Zones.

Applications are invited from retired Government Officers/Officials for engagement as Consultant on contract basis in the Zonal Office, the Office of Additional Director General of Foreign Trade, CLA, A-Wing, I.P. Bhawan, I.P. Estate, New Delhi-110002.

2. The number of Consultant to be appointed on contract basis are five(5).
3. The eligibility, job description, remunerations and terms and conditions of the Contract are as under;

#### **Eligibility Requirement**

- a. The applicant should not have attained the age of 65 years on the closing date of application and should be in good health for discharging his / her official duties effectively.
- b. The applicant should have retired in the rank of 1. Section head of DGFT, 2. FTDO, 3. Senior Secretariat Assistant, 4. Assistance Section Officers (CCS), 5. Section Officer (CSS) or

equivalent to the above posts from Central Government Ministries/ Departments or their attached/ subordinate officers.

- c. The applicant should have substantive secretariat experience in the areas of Audit Establishment & Administration, Pension, Cash, Record Management, Procurement, Public Grievance Legal Matters, RTI, Monitoring/implementation of policies/ schemes, Budget, Cash, 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 a fixed monthly amount as remuneration in terms of Department of Expenditure OM No.3-25/2020-E.III . A date 09.12.2020. This remuneration shall be arrived at by deducting the basic pension from the pay drawn at the time of retirement. The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such if the employee has availed of the commuted value pension, the commuted portion shall also be included in the portion pension to be deducted. The amount of remained so fixed shall remained unchanged during the terms of contract. No increment, Dearness allowance/ Relief & HRA shall be admissible.

An appropriated and fixed amount as Transport Allowance for the purpose of Commuting between the residence and place of work shall be allowed not exceeding the rate applicable to the appointee at the time the time retirement which shall remain unchanged during the period of contract.

#### **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, if required and analyse the propose assigned to them by their controlling officers.

#### **Terms and Condition**

- I. During the period of the contract, the consultant will be required to perform all the official work as assigned by respective controlling officers/ superiors.
- II. During the period of engagement, no other assignment if any type will be accepted by the consultant.
- III. The consultant shall maintain absolute confidentiality and secrecy of the information handled by them, during the contact and even after termination of contract, failing which they will be liable for appropriate action.
- IV. The consultant shall 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 Directorate.

- V. 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.
- VI. No extra compensation will be paid apart from remuneration admissible even if a person attends office on holidays and work beyond normal office hours.
- VII. The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System.
- VIII. The consultant would be entitled to paid leave of absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year would not be allowed.
- IX. For absence in excess of admissible paid leave, proportionate amount will be deducted from the consolidated fees payable to them on the principle of 'No work no pay'.
- X. Additional DGFT, New Delhi 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.
- XI. The consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department.
- XII. Additional DGFT New Delhi/ Competent Authority reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.
- XIII. Decision of Selection Committee will be final and binding on applicants.

4. Interested and eligible candidates should send their application (in the enclosed format) at by email to New Delhi along with self attested copies of PPO, last salary slip and Adhar card, within two weeks' 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, CLA, A-Wing, I.P. Bhawan, I.P. Estate, New Delhi- 110002. Incomplete application or application received after due date will be rejected.

5. Ministries/ Departments, etc are requested to give wide publicity in their respective Departments/ Organizations and attached/ subordinate offices.

This issues with the approval of Competent Authority.

  
(C.K. Mishra)

JOINT. DIRECTOR GENERAL OF FOREIGN TRADE  
For ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE

Copy to:

1. All Ministries and Departments in Govt of India to give wide publicity in their respective Department/ Organisations and attached/ subordinate.



**APPLICATION FORM  
(PROFORMA)**

Affix latest  
passport size  
photograph

I. APPLICATION FOR THE POST OF CONSULTANT IN THE OFFICE OF  
ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE, (CLA), NEW DELHI.

II. DETAILS;

1.	Name of the Official	Male <input type="checkbox"/> Female <input type="checkbox"/>			
2.	Present Address Telephone number and email id				
3.	Category SC/ST/OBC/UR				
4.	Age and Date of Birth (in Christian era)				
5.	Date of superannuation/ retirement				
6.	Post held at the time of retirement/superannuation				
7.	Address of Organization superannuated from				
8.	PPO number (enclose a copy )				
9.	Basic pay and pay level (at the time of retirement)				
10.	Education qualifications				
11	<b>Details of previous Employment in chronological order:</b>				
	Office /institution	Post held from	Period from      to		Revised pay (7 <sup>th</sup> CPC)
					Nature of duties (attach separate sheet if required)

12.	Additional information if any which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if the space is insufficient with signature)					

**Undertaking:**

The information / details provided by me above are correct and true to the best of my knowledge and no material facts having a bearing on my selection has been suppressed/ withheld. I have read the circular and accept all the terms and condition for engagement of consultants.

**Place:**

**Date:**

**Signature of the candidate**

**Address:**

**Mobile No:**

**Email -ID:**