

**No. A-51011/3/2020/HRD-II**

भारत सरकार / Government of India  
वाणिज्य और उद्योग मंत्रालय / Ministry of Commerce & Industry  
विदेश व्यापार महानिदेशालय / Directorate General of Foreign Trade  
वाणिज्य भवन, नई दिल्ली / Vanijya Bhawan, New Delhi

**Dated 23<sup>rd</sup> November 2022**

**VACANCY CIRCULAR**

**Subject: Engagement of retired Government officers as 'Consultant' on contract basis in Directorate General of Foreign Trade, Vanijya Bhawan, New Delhi - inviting applications thereof - reg.**

Directorate General of Foreign Trade, an attached office of the Department of Commerce, Ministry of Commerce and Industry, Vanijya Bhawan, invites applications from retired Government Officers/Officials, for engagement as Consultant on contract basis.

2. The number of existing vacancies for Consultants to be appointed on contract basis is 8 (which may vary).
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 / retiring within 3 months, from the rank of SSA/Assistant Section Officer (CSS) / FTDO / Section Officer (CSS) or equivalent, from Central Government Ministries/Departments or their attached/subordinate offices;
- c. The applicant should have substantive secretariat experience (noting/drafting/typing) in the areas of monitoring/implementation of policies / schemes (including matters related to Foreign Trade Policy), disbursal / allocation of funds, budget/accounts, establishment matters, 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 remuneration in terms of Department of Expenditure OM No. 3-25/2020-E.III.A dated 09.12.2020 which allow 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 examine cases/proposals, policy issues in the light of Central Govt. rules and regulation, prepare briefs/ presentations and analyze the proposals 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 Directorate;
  - 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. DGFT 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;
  - q. DGFT 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;
4. Interested and eligible candidates should apply at the following email id latest by **23<sup>rd</sup> December 2022** at [hrd2-dgft@nic.in](mailto:hrd2-dgft@nic.in) along with copy of PPO, last salary slip and aadhar card. A hard copy of the application may also be sent to this Directorate at the following address: Deputy DGFT (HRD-II), Cabin No. 1017, 1st Floor, DGFT, Vanijya Bhawan, New Delhi-110001. Incomplete applications or applications 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.



(अपर्णा श्रीवास्तव)

उप महानिदेशक, विदेश व्यापार

Email: [aparna.sri@nic.in](mailto:aparna.sri@nic.in)

Tel: 011-23038798

Copy to:

1. All Ministries / Departments in Government of India for giving wide publicity.
2. The Under Secretary, CS-I(Coord) Section, DoPT, Lok Nayak Bhawan, New Delhi-110003- with the request to upload on DoPT website.

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

1.	Full Name (in Block Letters)		Photograph		
2.	Date of Birth				
3.	Email				
4.	Mobile Number				
5.	Residential Address				
6.	Educational Qualification				
7.	Date of Superannuation/ retirement				
8.	Age as on the closing date (YY/MM)				
8.	PPO Number ( <b>Enclose a copy</b> )				
9.	Post held at the time of retirement				
10.	Organisation currently working, if any				
11.	Organisation Superannuated from				
12.	Details of Departmental exam qualified, if any				
13.	<b>Brief particulars of Experience (a separate sheet may be annexed)</b>				
	Name of Organisation	Post held	From	To	Nature of work
14	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 and 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 and when required.

Place:  
Date:

(Signature of the Applicant)