FileNo:08/Engagement of Consultants On contract basis/HRD   Date: 21/06/2023

VACANCY CIRCULAR

Subject: Engagement of retired Government officers as 'Consultant' on contract basis in the office of Additional Director General of Foreign Trade, Ahmedabad-Inviting application thereof-reg.

Office of Additional Director General of Foreign Trade, 03rd Floor, Hudco Bhawan, Ishwar Bhuvan Road, Navrangpura, Ahmedabad – 380009 invites application from retired Government Officers/Official, for engagement as Consultant on contract basis.

2. The number of consultants to be appointed on contract basis are one (1).

3.The eligibility, job description, remuneration and terms and condition of the Contract are as under

Eligibility requirements:

a. The applicant should not have attained the age of 65 years on the closing date of applications and should be in good health for discharging his/her official duties effectively;

b. The applicant should have retired from the rank of 1. Section head 2. FTDO 3. Senior Secretariat Assistant 4. Assistant section officer (CSS) 5. Section Officer (CSS) or equivalent of above posts, from Central Government Ministries/Departments or their attached/ subordinate offices;

c. The applicant should have substantive secretariat experience in the area 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 dated 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 computed value of pension to be deducted.

The amount of remuneration so fixed shall remained unchanged during the term 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 of 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/presentations, if required and analyses the proposals assigned to them by their controlling officers.

Terms and Conditions

i. During the period of this 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 of any type will be accepted by the consultant;

iii. The consultants shall maintain absolute confidentiality and secrecy of the information handled by them during the contract and even after termination of contract, failing which they will be liable for appropriate action;

iv. The consultants 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 Directorate;

v. The normal working hours shall be from 9:30am to 6:00pm. However, in exigencies, he/she may be called for services on holiday 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. Addl. DGFT, Ahmedabad /Competent Authority 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;

xi. The consultants will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department;
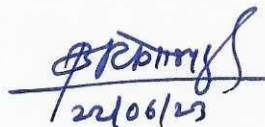
xii. Addl. DGFT, Ahmedabad /Competent Authority reserves the right to accept or reject in part or full or all the responses without assigning any reason whatsoever;

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

4. Interested and eligible candidates should send their applications (in the enclosed format) at by email to **ahmedabad-dgft@nic.in**along with self-attested copies of PPO, last salary slip and Aadhar card on before 15ᵗʰ July, 2023. A hard copy of the application may also be sent to this Office at the following address; **Office of Additional DGFT, 3rd floor, Hudco bhavan, Ishwar Bhuwan Road, Navrangpura, Ahmedabad-380009**. Incomplete application or applications received after due date will be rejected.

5. Ministries/Departments,etc are requested to give wide publicity in their respective Departments/ Organizers and attached/subordinate offices.
This issues with the approval of Addl. DGFT, Ahmedabad.

22/06/23

[ASHWIN RAJAN GOLAPKAR]
Asst. DGFT,
RA Ahmedabad
Email id - ashwin.golapkar@gov.in

Copy to:

1. Ministries and Departments to give wide publicity in their respective Department /Organizations and attached/subordinate offices.

2. Zonal Addl. DGFT, Mumbai- for information and with a request to upload the same in their website.

3. NIC cell of DGFT for uploading on DGFT website

4. All RAs

5. Notice Board of the Office.

Application for the post of consultant on contract basis in the office of Additional Director General of Foreign Trade, 3rd floor, Hudco bhavan, Ishwar Bhuwan Road, Navrangpura, Ahmedabad-380014.

1.	Full Name (in Block Letters)	
2.	Date of Birth	
3.	Email id	
4.	Mobile Number	
5	Residential Address	
6.	Educational Qualification	
7.	Date of Superannuation/Retirement	
8	Age as on the closing date (YY/MM)	
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 Exam qualified, if any	

14	Brief particulars of Experience	(a Separate sheet may be annexed)			
	Name of the Organization	Post held	From	To	Nature of work

15	Knowledge/experience of MS officetools (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 at the time of my retirement. I have read this circular and accept all the terms and condition for engagement of consultants.

2. I shall provide the reference in respect of my assignment done in last three years as and when required.

Place:

Date:

(Signature of the Applicant)