



भारत सरकार / GOVERNMENT OF INDIA
वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY
अपर महानिदेशक विदेश व्यापार का कार्यालय
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE,
निष्ठा भवन, 48, सर विठ्ठल दास ठाकरसी मार्ग / NISHTHA BHAVAN, 48, SIR VITHALDAS THAKERSEY MARG,
मुम्बई / MUMBAI – 400 020.
TEL. No.22038094/22017716/22033097/22031074/22066300

Dated 03/01/2024

VACANCY CIRCULAR

Subject: Engagement of retired Government officers as 'Consultant' on contract basis in the Office of Addl. Director General of Foreign Trade, Mumbai – inviting applications thereof - reg.

Office of Additional Director General of Foreign Trade, Nishtha Bhavan, 48 vithaldas Thackersey Marg, Churchgate, Mumbai 400020, invites applications from retired Government Officers/Officials, for engagement as Consultant on contract basis.

2. The number of Consultants to be appointed on contract basis are three (3).
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 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, from Central Government Ministries/Departments or their attached/subordinate offices;

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 dated 09.12.2020 which allow remuneration of Last Pay Drawn minus pension plus TA drawn at the time of retirement (No Increment, D.A. component & HRA shall be admissible).

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 analyse 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 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 consultants 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, Mumbai 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, Mumbai 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 all applicants;

4. Interested and eligible candidates should apply at the following email id latest by 15th January, 2024 at hrdmum-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 Office

at the following address: Office of Additional DGFT(HRD), Nishtha Bhavan, 48, Sir Vithaldas Thackersey Marg, Churchgate, mumbai – 400 020. 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.



Satya Raja Sekhar G.

Deputy Director General of Foreign Trade

Phone Number :022-22017716/Ext. 118

E-mail ID: hrdmum-dgft@nic.in

Copy to:

1. Ministries and Departments to give wide publicity in their respective Department/Organizations and attached/subordinate offices.
2. NIC cell of DGFT for uploading on DGFT website.
3. Notice Board of the Office.

Application for the post of Consultant on contrat basis in the office of Additional Director General of Foreign Trade, Nishtha Bhavan, 48, Sir Vithaldas Thakersey Marg, Churchgate, Mumbai 400020.

1.	Full Name(in Block Letters)				
2.	Date on 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)				
9.	PPO Number (Enclose a copy)				
10.	Post held at the time of retirement				
11.	Organisation currently working, if any				
12.	Organisation Superannuated from				
13.	Details of Departmental exam qualified, if any				
14.	Brief particulars of Experience (a Separate sheet may be annexed)				
	Name of the Organisation	Post held	From	To	Nature of work
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 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)