



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 विठ्ठलदास ठाकरसी मार्ग/ NISHTHA BHAVAN, 48, SIR VITHALDAS THAKERSEY MARG,

मुम्बई / MUMBAI – 400 020.

TEL. No.22038094/22017716/22033097/22031074/22066300

F.NO.75/02/2022-2025/HRD

Date: 15.09.2026

VACANCY CIRCULAR

Subject: Engagement of retired Government officers as 'Consultant' on contract basis in O/o Addl.DGFT, Nishtha Bhavan, 48, Sir Vithaldas Thackersey Marg, Churchgate, Mumbai – inviting applications thereof – reg.

Office Of The Additional Director 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 numbers of existing vacancies for Consultants to be appointed on contract basis is Nine (09).
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 Section Officer/Section Officer to the Government of India or equivalent/Under Secretary to the Government of India 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, disbursal/allocation of funds, budget/accounts, establishment, cash, etc.
- d. The applicant should be fully conversant with MS-Word/PPT/Excel etc. as per role requirement and print their own notes/drafts/OMs as required.

Period of Engagement

The period of engagement will initially be for one year from the date of joining the office, which can be extended or curtailed at the discretion of the Competent Authority.

Remuneration

The consultant shall be paid remuneration in terms of Department of Expenditure OM No. 3-25/2020-E.IIIA 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 and policy issues in the light of Central Government rules and regulations, prepare briefs/presentations and analyse proposals assigned 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 the highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in the 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 Directorate;

e. 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;

f. The consultant will have to mark attendance in the 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. DGFT reserves the right to terminate a consultant's engagement at any stage in the event of serious failure to perform assigned tasks or on failure to observe standards of conduct, by giving one month's notice or pay in lieu thereof on either side.

j. DGFT reserves the right to accept or reject, in part or full, or all responses without assigning any reasons.

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

4. Interested and eligible candidates should apply at the following email id latest by **30th September, 2026** at **hrdmum-dgft@nic.in** along with copy of PPO, last salary slip and Aadhaar card. A hard copy of the application may also be sent to this office at the following address: Deputy DGFT(HRD), O/o Addl.DGFT, Nishtha Bhavan, 48, Sir Vithaldas Thackersey Marg, Churchgate, Mumbai – 400020. 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.



(Vishwajeet G Chimankar)
Deputy Director General of Foreign Trade
(Admn. HRD)

Copy to:

1. DGFT's website.
2. All Ministries/Departments in Government of India for giving wide publicity.

Application for the post of Consultant on contract basis in O/o Addl.DGFT, Nishtha Bhavan, 48, Sir Vithaldas Thackersey Marg, Churchgate, Mumbai – 400020

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.	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.	Aadhar Number				
14.	Details of Departmental exam qualified, if any				
15.	Organisation currently working, if any				
16.	Brief particulars of Experience (a separate sheet may be annexed)				
	Name of Organisation	Post held	From	To	Nature of work
17.	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

(Signature of the candidate)

Place:

Date: