VACANCY CIRCULAR

Subject: Filling up of two posts of Research Officer in LEVEL-7 of the Pay Matrix in the Directorate General of Foreign Trade (DGFT) on deputation basis -reg.

It is proposed to fill up two posts of Research Officer in LEVEL-7 of Pay Matrix (Rs. 44,900 – 1,42,400/-) (PB-2 Rs. 9300 – 34800 plus Grade Pay of Rs. 4600/- pre-revised) in the Directorate General of Foreign Trade on deputation basis. The job requirements and other particulars of the post are mentioned in Annexure-I. The pay of the officer will be regulated in accordance with Department of Personnel and Training (DoP&T) O.M. No. 21/12/87-Estt.(Pt.II) dated 29.04.1988, as amended from time to time.

2. It is requested that the Bio-data of eligible officers who fulfill the eligibility conditions and are willing to be considered for the post and who can be spared immediately may be forwarded to this Directorate within 60 days from the date of issue of this Vacancy Circular in the Employment News, in the prescribed proforma (Annexure-II) in duplicate, alongwith certified copies of their ACRs/APARs for the last five years (upto 2019-20), Vigilance Clearance, Integrity Certificate and a Certificate on major/minor penalty, if any, imposed against the officer(s) during the last ten years.

3. Officers who are volunteer for the post will not be permitted to withdraw their names later. Applications received after the prescribed date or not accompanied by certified copies of their ACRs/APARs for the last five years, Vigilance Clearance, Integrity Certificate and Penalty Certificate of the officer(s) concerned will not be considered.

(Sanjay Kumar Tiwari)
Dy. Director General of Foreign Trade
Tel: 011-23063918
Email: sanjay.kt@nic.in

Copy forwarded to:-
1. All Ministries/Departments of Government of India
2. All Zonal Offices/Regional Authorities of DGFT
3. The Director, Directorate of Advertising & Visual Publicity (DAVP), Suchana Bhawan, CGO Complex, Room No. 540, Lodhi Road, New Delhi
4. The Assistant Media Executive, DAVP, 3rd Floor, PTI Building, Parliament Street, New Delhi. It is requested that the Vacancy Circular may be published in the next issue of the Employment News and a copy of the same may be sent to this Directorate. The estimated cost of the expenditure involved may also be intimated to this Directorate
5. Notice Board / DGFT Web-portal
6. Office copy
ANNEXURE-I

JOB REQUIREMENTS AND OTHER PARTICULARS OF THE POST AS PER RECRUITMENT RULES

1. Name of the post : Research Officer.

2. Scale of Pay : LEVEL-7 of Pay Matrix (Rs. 44,900 – 1,42,400/-) (PB-2 Rs. 9300 – 34800 plus Grade Pay of Rs. 4600/- pre-revised).

3. Office : Directorate General of Foreign Trade, Udyog Bhawan, New Delhi

4. Age Limit : Shall not be exceeding 56 years of age as on closing date of receipt of applications.

5. Eligibility :
   (A) By transfer on deputation basis from officers under Central Government:
   (i) Holding analogous posts on regular basis; or
   (ii) With 3 years regular service in the posts in Level-6 of the Pay Matrix (Rs. 35400 – 112400/- (Pre-revised PB-2 Rs. 9300 – 34800/- + GP Rs. 4200/-) or equivalent; or
   (iii) With 6 years regular service in posts in Level-4 of the Pay Matrix (Rs. 25500 – 81100/-) (Pre-revised PB-1 Rs. 5200 – 20200/- + GP Rs. 2400/-) or equivalent.

   (b) Essential:
   (i) Degree with Economics or Statistics or Mathematics or Operations Research or Commerce with Statistics as a subject from recognized University or equivalent.
   (ii) Two years’ experience in compilation and analysis of data relating to import and exports.

6. Period of deputation : Shall ordinarily not exceed 3 years (including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government).
### Details of Training undertaken, if any.

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<thead>
<tr>
<th>Sr. No.</th>
<th>Training attended</th>
<th>Institution</th>
<th>Period From</th>
<th>To</th>
<th>Details of the training (in brief)</th>
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11. Whether belongs to SC/ST

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 provided is insufficient).

Date: __________

Place: __________

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**To be filled up by the Cadre Controlling Authority**

Office of ____________________________

File No. _______________ Date _______________

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the Officer have been checked from the available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as "Beyond Doubt".
5. No vigilance case is pending/ contemplated against the officer.
6. It is certified that no penalty has been imposed on the application during the last 10 years.
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed.

Date: __________

Signature ________________

Name, designation, email ID & contact No. of the forwarding officer with Office Stamp
**ANNEXURE-II**

**PROFORMA FOR PROVIDING BIO-DATA OF THE ELIGIBLE OFFICERS WILLING FOR DEPUTATION**

1. (i) Name (in Block Letters) : 

   (ii) Address : 

2. Date of birth (in Christian Era) : 

3. Date of retirement under Central Government Rules : 

4. Posts held at present:-
   (a) Whether Cadre or ex-Cadre post : 
   (b) Whether held on regular or ad-hoc basis : 
   (c) Date of appointment to the present post : 
   (d) Pay Scale (LEVEL in the Pay Matrix) : 
   (e) Present pay drawn with date of next increment : 

5. In case the present employment is held on deputation basis, please state:-
   (a) Name and pay scale of the substantive post held : 
   (b) Date of appointment in the substantive post : 
   (c) Period of appointment on deputation basis : 
   (d) Name of the parent Ministry/Department/Organization to which you belong : 

6. Educational qualification (if any qualification has been treated as equivalent to those prescribed essential for the post, state the authority for the same) : 

7. Any other qualification : 

8. Whether possesses the experience prescribed essential for the post? If so, details thereof : 

9. Details of employment in chronological order (enclosed a separate sheet, duly authenticated by your signature, if the space provided below is insufficient)

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<th>Sr No.</th>
<th>Ministry/Department/Organization</th>
<th>Post held</th>
<th>Period From</th>
<th>To</th>
<th>Pay scale</th>
<th>Nature of duties</th>
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