PF No. A-12034/1/2018-HRD-1
Government of India
Ministry of Commerce and Industry,
Department of Commerce
Directorate General of Foreign Trade

Udyog Bhawan
New Delhi-110 011

Dated, the 13 July, 2021

**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.

In continuation to this Directorate Circular on the above mentioned subject issued on 7th January, 2021 under which nomination of the eligible officers were invited for filling up of 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. However, due to receipt of insufficient numbers nominations of the eligible officers, it has been decided to extend the date for obtaining more nomination of the eligible officers’ upto 15th July, 2021.

2. It is requested that the Bio-data of eligible officers who fulfill the eligibility conditions as indicated in Annexure-I and are willing to be considered for the post and who can be spared immediately may be forwarded to this Directorate by 15th July, 2021 on 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. It is reiterated that 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.

Encl: Annexures –I & II

(Sanjay Kumar Tiwari)
Dy. Director General of Foreign Trade
Tel: 011-23063918
Mail ID: 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. EDI Section, with the request to upload the Vacancy Circular in this Directorate’s website.
6. Notice Board.
7. 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).
**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):

<table>
<thead>
<tr>
<th>Srl No.</th>
<th>Ministry/Department/Organization</th>
<th>Post held</th>
<th>Period From</th>
<th>Pay scale</th>
<th>Nature of duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Details of Training undertaken, if any.

<table>
<thead>
<tr>
<th>Sri No.</th>
<th>Training attended</th>
<th>Institution</th>
<th>Period</th>
<th>Details of the training (in brief)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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: ____________

(Signature of the Candidate)

---

**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

Place: ________