

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

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2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 25 February, 2022.

2 March

**OFFICE MEMORANDUM**

**Subject:– Engagement of retired Government officers as Consultants on contract basis in Directorate General of Foreign Trade, Udyog Bhawan, New Delhi-inviting applications thereof-reg.**

The undersigned is directed to circulate the vacancy circular no. A-51011/3/2020/HRD-II/97 dated 21.02.2022 (along with enclosures) received from Ministry of Commerce & Industry, DGFT regarding engagement of retired Government officers as Consultants in Directorate General of Foreign Trade, Udyog Bhawan, New Delhi on contract basis. **The last date of receipt of application is 11.03.2022.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.

  
(R.Chakrapani)

Under Secretary to the Govt. of India  
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

No. A-51011/3/2020/HRD-II/ 97  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade

Udyog Bhawan, New Delhi  
Dated 21<sup>st</sup> February 2022

VACANCY CIRCULAR

**Subject: Engagement of retired Government officers as 'Consultant' on contract basis in Directorate General of Foreign Trade, Udyog Bhawan, New Delhi - inviting applications thereof - reg.**

Directorate General of Foreign Trade, an attached office of the Department of Commerce, Ministry of Commerce and Industry, Udyog Bhawan, invites applications from retired Government Officers/Officials, for engagement as Consultant on contract basis.

2. The number of existing vacancies for Consultants to be appointed on contract basis is 12.
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 official duties effectively;
- b. The applicant should have retired from the rank of Senior Secretariat Assistant/Section Head/Assistant Section Officer (CSS)/FTDO/Section Officer (CSS) 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 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 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 D.A. component involved).

**Job Description**

- g. The consultant will be required to examine cases/proposals, policy issues in the light of Central Govt. rules and regulation, prepare briefs/ presentations and analyze the proposals assigned to them by their controlling officers.

## Terms and Conditions

- h. During the contract period, no other assignment/consultancy of any type will be accepted by the consultant;
  - i. The consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department;
  - j. 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;
  - k. 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;
  - l. 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;
  - m. The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System;
  - n. **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.**
  - o. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken;
  - p. DGFT 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;
  - q. DGFT reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever;
  - r. 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 **11<sup>th</sup> March 2022** at [hrd2-dgft@nic.in](mailto:hrd2-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 Directorate at the following address: Deputy DGFT (HRD), Room No. 312, 3rd Floor, Udyog Bhawan, New Delhi-110011. 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.

  
(S.K. Mohapatra)

Dy. Director General of Foreign Trade  
Tel: 01123061562 Extn 277

Copy to:

1. All Ministries / Departments in Government of India for giving wide publicity.
2. The Under Secretary, CS-I Section, DoPT, Lok Nayak Bhawan, New Delhi-110003 for uploading on DoPT website.

**Application for the post of Consultant on contract basis in Directorate General of Foreign Trade, Udyog Bhawan, New Delhi**

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.	Age as on the closing date (YY/MM)				
8.	PPO Number (Enclose a copy)				
9.	Post held at the time of retirement				
10.	Organisation currently working, if any				
11.	Organisation Superannuated from				
12.	Details of Departmental exam qualified, if any				
13.	<b>Brief particulars of Experience (a separate sheet may be annexed)</b>				
	Name of Organisation	Post held	From	To	Nature of work
14.	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)