

No. 21/02/2020/CS-I (Coord)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS-I Division

2<sup>nd</sup> Floor, A-Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-3

11 June, 2020

OFFICE MEMORANDUM

Subject : Engagement of retire Government Officers as 'Consultant' on contract basis in Directorate General of Foreign Trade, Udyog Bhawan, New Delhi – inviting applications – reg.

The undersigned is directed to circulate the Vacancy Circular No. A-51011/3/2020/HRD-2/196 dated 1<sup>st</sup> June, 2020 received from Directorate General of Foreign Trade, an attached office of the Department of Commerce, Ministry of Commerce and Industry, inviting applications from willing retired Government Officers/Officials for engagement as Consultant on contract basis.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries / Departments.



(P Bairagi Sahu)

Under Secretary to the Government of India

To

All Ministries / Departments (through DoPT website)

No. A-51011/3/2020/HRD-2/ 196  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade

Udyog Bhawan, New Delhi  
Dated 1<sup>st</sup> June, 2020

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 Consultants to be appointed on contract basis, in a phased manner, shall not exceed a total of twenty (20).
- 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 Section Officer (CSS) / Assistant Section Officer (CSS) / FTDO / Section Head 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 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 as per the formula of last pay drawn minus pension plus DA on existing rate. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month;

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.

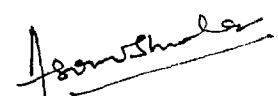
*Handwritten signature and date: 29/6/2020*

**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. The consultant will be eligible for 08 days leave during the period of one year subject to the approval of controlling officers;
- 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;

Interested and eligible candidates should apply at the following Email ID latest by **20<sup>th</sup> June, 2020: [aparna.sri@nic.in](mailto:aparna.sri@nic.in) (copy to [arvind.shukla70@gov.in](mailto:arvind.shukla70@gov.in))** along with supporting documents. **A hard copy of the application may also be sent to this Directorate at the following address: Deputy DGFT(HRD), Room No. 206, 2<sup>nd</sup> Floor, Udyog Bhawan, New Delhi-110011.** Incomplete applications or applications received after due date will be rejected.

4. Ministries / Departments, etc are requested to give wide publicity in their respective Departments / Organizations and attached/subordinate offices.



(Arvind Shukla)

Dy. Director General of Foreign Trade

Tel: 01123063918

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-11003 for uploading on their website.

410

**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.	Brief particulars of Experience (a separate sheet may be annexed)				
	Name of Organisation	Post held	From	To	Nature of work
14.	Knowledge / experience of MS Office Tools (Word/Power Point/Excel)				

**Note : Attach supporting documents (wherever available) in support of credentials**

**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)