



भारतसरकार/ वाणिज्य एवं उद्योग मंत्रालय  
Government of India/ Ministry of Commerce

अपरमहानिदेशक विदेश व्यापार कार्यालय  
Office of the Addl. Director General of Foreign Trade  
३०२, तीसरी मंजिल, सीजीओ टावर्स, कवाडिगुडा, हैदराबाद - ५०००८०

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F.No.09/Establishment matters/Hyderabad/AM26

Date:22/04/2025

### **Vacancy Circular**

**Subject:** Engagement of retired Government officials as consultant on contract basis in office of The Additional Director General of Foreign Trade, 302, 3<sup>rd</sup> floor, CGO towers, Kavadiiguda, Hyderabad - 500080- inviting applications thereof - Reg.

The Additional Director General of Foreign Trade, Hyderabad an attached office of Department of Commerce, Ministry of Commerce and Industry, Vanijya Bhavan, invites applications from retired Government officer/officials, for engagement as consultant on contract basis.

1. The number of existing vacancies for consultants to be appointed on contract basis is One.
2. The eligibility, job description, remuneration and terms and conditions of the contract are as under;

#### **Eligibility requirements:**

- I. The applicant should not have attained the age of 65 years on the closing date of application and should be in good health for discharging his official duties effectively.
- II. The applicant should have retired from the rank of Under Secretary to the Govt. of India or equivalent/Section Officer (CSS) or equivalent from central Government Ministries / Departments or their attached /subordinate offices;
- III. The applicant should have substantive secretariat experience (noting /drafting/typing) in the areas of monitoring/implementation of Policies/Schemes, disbursement/allocation of funds, budget/accounts, establishment, cash, etc. specific to DGFT.
- IV. The applicant should be fully conversant with MS-word/PPT, Excel, etc, as per tole requirement and printing their own note/draft/Oms as required.

#### **Period of Engagement:**

Period of engagement will be initially for a period of one year, form the date he/she join 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.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:**

The consultant will be required to execute work as is assigned by the controlling authority.

**Terms and Conditions:**

- a. During the contract period, no other assignment/consultancy of any type will be accepted by the consultant.
- b. The consultant, economy maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this 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 persons) 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 9:15AM to 5:45PM. 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 his attendance in Aadhar enabled biometric attendance system.
- g. Paid leave of absence may be allowed at the rate of 1.5days 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 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.
- j. DGFT reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever.
- k. Decision of selection Committee will be final and binding on all applications.

Interested and eligible candidates should apply at [hyderabad-dgft@nic.in](mailto:hyderabad-dgft@nic.in), by attaching the duly filled prescribed application form along with copy of PPO, last salary slip and Aadhar card. Incomplete applications received after due date i.e., 6<sup>th</sup> May, 2025 will be rejected for any query you may contact 040-27536930.

This issues with approval of Addl. DGFT on file



(Niveditha Shetty)  
Assistant Director General of Foreign Trade  
for Additional Director General of Foreign Trade,  
Hyderabad.

**Copy to:**

1. DGFT, HRD-1, DGFT HQ, Vanijya Bhavan, Motilal Nehru Marg area, New Delhi – 110001 for information and for uploading in the DGFT website.
2. Zonal Additional Director General of Foreign Trade, 4<sup>th</sup> floor, ShastriBhavan, 26, Hoddows road, Chennai – 600006 for uploading in their website.
3. All the regional Authorities of DGFT in the Southern Zone for uploading their website.
4. Notice board/website of the office of Additional DGFT, Hyderabad/Hindi Section.

Application for the post of Consultant on contract basis in the office of Additional Director General of Foreign Trade, Room No 302, 3<sup>rd</sup> Floor CGO Towers, Kavadiguda, Hyderabad, Telanagana 500080.

1.	Full Name (in Block Letters)		Please paste your photo here.		
2.	Date on 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)				
9.	PPO Number (Enclose a copy)				
10.	Post held at the time of retirement				
11.	Organisation currently working, if any				
12.	Organisation Superannuated from				
13.	Details of Departmental exam qualified, if any				
<b>14.</b>	<b>Brief particulars of Experience (a Separate sheet may be annexed)</b>				
	Name of the Organisation	Post held	From	To	Nature of work
15.	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)