

F.No-2/Misc/2016/HRD-I 402
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade

Vanijya Bhawan, New Delhi

Dated: 23rd May, 2025

**Advertisement for Engagement of Retired Indian Trade Service (ITS) Officers as Consultants
(Trade)**

The Directorate General of Foreign Trade (DGFT), an attached office of the Department of Commerce, Ministry of Commerce & Industry, invites applications from retired Indian Trade Service (ITS) officers for the purpose of creating a database/panel of willing officers who may be considered for engagement as Trade Consultants on a contractual basis.

1. Objective

To leverage the expertise of retired ITS officers in strengthening India's trade capabilities across ministries, departments, and negotiating bodies.

2. Eligibility

Retired ITS officers who:

- Are within the age of 65 years, or are due for retirement within the current year.
- Have prior experience in DGFT (HQ/Field), DoC, DGTR, and/or Line Ministries.
- Are willing to contribute to Trade policy, Negotiations, or Sectoral Analysis on a contractual basis.

3. Application Procedure

Interested retired officers may submit their **willingness** through the prescribed **Application Form** (Annexed), indicating:

- Details of prior postings and experience in relevant departments/ministries.
- A brief summary of key trade-related assignments handled.
- Three preferred sectors they are willing to work on (e.g. Pharma Steel, Agri, Digital trade, Environment, Services, etc.).

4. Engagement Framework

- **Tenure:** Initial engagement will be for **one year**, extendable based on performance and feedback from the host Ministry/Department.

- **Selection:** Line Ministries may shortlist candidates from the panel based on domain preferences and conduct interviews if necessary.
- **Panel Management:** The DGFT will maintain and update the panel and share it with concerned Ministries for engagement purposes.
- **Terms:** The engagement shall be governed by the guidelines prescribed by the **Department of Personnel and Training (DoPT)**, the **Ministry of Finance**, as well as the **specific terms and conditions laid down by the host Ministry/Department** for consultant engagements.

6. Important Dates

- Interested and eligible candidates may apply via email using their valid email ID. The application, along with a duly filled application form, should be sent to chaudharyajay.edu@nic.in no later than 6th June 2025. The subject line of the email should read: "Engagement of Retired Indian Trade Service (ITS) Officers as Consultants (Trade)."


(Satya Raja Sekhar G) 22.05.25

Joint Director General of Foreign Trade
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Tel. No. 011-23038766

Copy to

1. Zonal Office Mumbai
2. Zonal Office Chennai
3. Zonal Office CLA, New Delhi
4. Zonal Offices Kolkata

Application Form for Engagement of Retired ITS Officers as Consultants

Personal Details	
Name (in full):	
Date of Birth	
Mobile Number	
Email ID:	
Address for Correspondence:	
Service Details	
Designation at the Time of Retirement:	
Date of Retirement:	
Pay Level at Retirement (as per 7th CPC):	
Total Years of Service in ITS:	

Educational Qualifications

Degree	Institution	Year of Passing	Major Subjects

Posting History (DGFT HQ, Field Offices, DoC, DGTR, Line Ministries)

Organization	Designation & Duration (From–To)	Key Responsibilities

Experience in Trade-related Assignments

1.	
2.	
3.	
4.	
5.	

Accomplishments / Awards / Publications (if any)

1	
2	
3	
4	
5	

Sector Preferences (Please indicate any three sectors)

- 1.
- 2.
- 3.

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____