



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY

अपर महानिदेशक विदेश व्यापार का कार्यालय

OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE,

निष्ठाभवन, 48, सर विठ्ठलदास ठाकरसीमार्ग / NISHTHA BHAVAN, 48, SIR VITHALDAS  
THAKERSEYMARG,

मुम्बई / MUMBAI – 400020.

TEL. No.22038094/22017716/22033097/22031074/22066300

F.NO.75/02/2022/HRD

Dated: 16.06.2025

**VACANCY CIRCULAR FOR CONSULTANT**

Sub: Filling up of the post of Consultant (Hindi Cell) in the Zonal Office of the DGFT at Mumbai.

- Office of Additional Director General of Foreign Trade, Nishtha Bhavan, 48 Vithaldas Thackersey Marg, Churchgate, Mumbai 400020, invites applications from retired Government Officers/Officials, for engagement as Consultant on contract basis.
- The number of Consultants to be appointed on contract basis is One (1).
- The eligibility, job description, remunerations and terms and conditions of the Contract are as under: -

**Eligibility requirements:**

- 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/her official duties effectively;
- The applicant should have retired from the rank of 1. Junior Translation Officer 2. Senior Translation Officer (Level 7) or equivalent, from CSOL or otherwise from Central Government Ministries/Departments or their attached/subordinate offices;
- The applicant should have sufficient experience in performing work related to implementation of Official Language Policy of the Government of India, including translation work (English-Hindi and vice-versa) in any Department/ Office of the Ministry/ Central Government during a period of at least 05 years prior to retirement.

### **Period of engagement**

e. Period of engagement will be initially for a period of one year, from the date he/she joins the office or until the vacancy is filled with regular post whichever is earliest, which can be extended or curtailed at the discretion of the Competent Authority;

### **Remuneration**

f. The consultant shall be paid a fixed monthly amount as 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 Increment, D.A. component & HRA shall be admissible).

### **Job Description**

- g. The consultant will be required to
- (i) Translate all the documents/ correspondence into Hindi or vice-versa including Reports, Parliament Questions, and Official Correspondence etc. received from the Sections/Divisions of the Department.
  - (ii) To organize various Hindi workshops, organize meetings of the Departmental Official Language Implementation Committee; organize Hindi Pakhwada during the Hindi fortnight in the Department from time to time, as per standing instructions issued by the Department of Official Languages.
  - (iii) To implement the orders/ instructions received from the Department of Official Languages from time to time.
  - (iv) Any other work related to implementation/ pertaining to Official Language Act, 1963 and Rules, there under.

### **Terms and Conditions**

- i. During the period of this contract, the consultant will be required to perform all the official work as assigned by respective controlling officers/superiors.
- ii. During the period of engagement, no other assignment of any type will be accepted by the consultant;
- iii. The consultant(s) shall maintain absolute confidentiality and secrecy of the information handled by them during the contract and even after termination of contract, failing which they will be liable for appropriate action;
- iv. The consultant(s) shall 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;
- v. 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.

- vi. No extra compensation will be paid apart from remuneration admissible even if a person attends office on holidays and work beyond normal office hours.
- vii. The consultant will have to mark his attendance in Aadhar enabled Biometric Attendance System.
- viii. The consultants would be entitled to Paid leave of absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year would not be allowed.
- ix. For absence in excess of admissible paid leave, proportionate amount will be deducted from the consolidated fees payable to them on the principle of 'No work no pay'.
- x. Addl.DGFT, Mumbai 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;
- xi. The consultants will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department;
- xii. Addl.DGFT, Mumbai reserves the right to accept or reject in part or full or all the responses without assigning any reasons whatsoever;
- xiii. 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 7<sup>th</sup> July, 2025 at **hrdmum-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 Office at the following address: Office of Additional DGFT(HRD), NishthaBhavan,48, Sir Vithaldas Thackersey Marg, Churchgate, Mumbai – 400020. 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.



Shri Chimankar Vishwajeet Gajanan  
Deputy Director General of Foreign Trade  
Phone Number: 022-22017716/Ext.118  
Email ID: hrdmum-dgft@nic.in

Copy to:

1. Ministries and Departments to give wide publicity in their respective Department/Organizations and attached/subordinate offices.
2. NIC cell of DGFT for uploading on DGFT website.
3. Notice Board of the Office.

## Application Form for the post of Consultant on contract basis

1.	Full Name (in Block Letters)			
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 (Y <sup>Y</sup> /MM)			
9.	PPO Number (Enclose a copy)			
10.	Post held at the time of retirement			
11.	Organization currently working, if any			
12.	Organization Superannuated from			
13.	Details of Departmental exam qualified, if any			
14.	<b>Brief particulars of Experience (a Separate sheet may be annexed)</b>			
	Name of the Organization	Post held	From	To
				Nature of work
15.	Knowledge/experience in performing work related to implementation of Official Language Policy of the Government of India, including translation work (English-Hindi and vice-versa) in any Department/Office of the Ministry/ Central Government			

**Undertaking:**

- (i) 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.
- (ii) 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)