

No. 25/44/2022-CS.II(B)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003

Dated: 11.10.2022

OFFICE MEMORANDUM

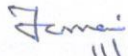
Subject: Filling up of the posts of UDC on deputation basis in the Office of the Zonal Addl. Director General of Foreign Trade, Mumbai and in the various Regional Authorities of the DGFT in the Western Zone-reg.

The undersigned is directed to circulate the Vacancy Circular dated 10.08.2022 issued by Office of the Additional Director General of Foreign Trade for filling up of 20 posts of UDC in the Zonal Office, Mumbai and 18 posts in the various Regional Authorities of the DGFT in the Western Zone.

3. In case of any further clarification, applicants are requested to contact the concerned Department at:

**Shri V.C. Chaturvedi, Joint Director General of Foreign Trade (HRD),
Office of the Additional Director General of Foreign Trade, Nishtha Bhawan,
48, Sir Vithaldas Thakersey Marg, Churchgate, Mumbai-400020.(Tel No.
22038094/22017716/ 22033097/ 22031074/ 22066300).**

Encl: (1)


11/10/22
(Jayashree Chellamani)
Under Secretary to the Govt. of India
Tel. 24623157

To:

All Ministries/Departments (through DOPT's website).

US (CS-I) may like to
see for uploading of this
vacancy Circular.

Jan
28/9/2022

GOVERNMENT OF INDIA
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE
NISHTHA BHAWAN, 48, SIR VITHALDAS THAKERSEY MARG,
CHURCHGATE, MUMBAI - 400020
TEL. NO.22038094/22017716/22033097/22031074

F. No.17/11/2022/HRD/

Date : 21.09.2022

To,
Shri G.D. Toppo
Under Secretary (CS-I)
Department of Personnel & Training
Lok Nayak Bhawan, 2nd Floor,
Khan Market
New Delhi-110003.

Subject: Filling up of the posts of Upper Division Clerk (UDC) on deputation basis in the
Office of the Zonal Addl. Director General of Foreign Trade, Mumbai and
in the various Regional Authorities of the DGFT in the Western Zone – reg.

Sir,

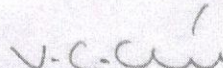
Please find enclosed herewith a copy of the Vacancy Circular issued by the Office of the
Zonal Addl. Director General of Foreign Trade, Mumbai, for filling up of 20 posts of UDC in the
Zonal Office, Mumbai and 18 posts in the various Regional Authorities of the DGFT in the
Western Zone.

2. The Vacancy Circular has been published in the Employment News dated 27.08.2022 to
02.09.2022.

3. In order to give wide publicity to the Circular, it is requested to kindly circulate the
Vacancy Circular among the officials of the Central Secretariat Clerical Service, through the
Ministries/Department of Government of India.

Enclosure: Vacancy Circular.

Yours faithfully,


(V.C. Chaturvedi)

Joint Director General of Foreign Trade (HRD)

Recd Pst-4
3/9/22
S.O (B)-02
ASO (Asst)



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,

निष्ठा भवन, 48, सर विठ्ठल दास ठाकरसी मार्ग / NISHTHA BHAVAN, 48, SIR VITHALDAS THAKERSEY MARG,

मुम्बई / MUMBAI – 400 020.

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

Dated the 10/08/2022

VACANCY CIRCULAR

SUB: Filling up of the posts of Upper Division Clerk (UDC) on deputation basis in the Office of the Zonal Addl. Director General of Foreign Trade, Mumbai and in the various Regional Authorities of the DGFT in the Western Zone - reg.

The Directorate General of Foreign Trade (DGFT), with its Headquarters in Vanijya Bhawan, New Delhi, is an attached Office of the Department of Commerce, Ministry of Commerce & Industry. While the DGFT Hqrs. is essentially responsible for formulating the **Foreign Trade Policy** and responding to the policy challenges from time to time, the implementation of the Foreign Trade Policy, including outreach with the exporters is done through the 24 field offices, which are known as Regional Authorities. The 24 Regional Authorities are located in Kolkata, Guwahati, Mumbai, Ahmedabad, Indore/Bhopal, Surat, Vadodara, Pune, Rajkot, Nagpur, New Delhi, Ludhiana, Varanasi, Kanpur, Jaipur, Panipat, Jammu, Srinagar, Chennai, Bangalore, Vishakhapatnam, Cochin, Coimbatore and Hyderabad. The Regional Authorities are divided into four Zones, for administrative coordination, namely, East, West, North and South. The RAs in Kolkata, Mumbai, Delhi and Chennai have respectively been designated as the Zonal Offices for Eastern, Western, Northern and Southern Zones.

2. Applications are invited from suitable candidates working in Central Government offices for appointment to the post of Upper Division Clerk (UDC), on deputation basis, in the various Regional Authorities of the DGFT in the Western Zone namely, Mumbai, Pune, Nagpur, Bhopal, Ahmedabad, Rajkot, Surat, Vadodara,

3. The vacancies in various Regional Authorities and the mandatory Qualification/experience and service conditions required for appointment to the post are given below:

General Central Service - Group – C (Non-Gazetted) Non-Ministerial				
1	Name of the post	UPPER DIVISION CLERK (UDC)		
2	Details of the Number of vacancies and place of posting	Name of the Regional Authority of the DGFT	Number of vacancies	Place of posting
		Zonal Office, Mumbai	20	Mumbai
		Regional Authority, Ahmedabad	6	Ahmedabad
		Regional Authority, Indore	1	Bhopal/Indore
		Regional Authority, Nagpur	2	Nagpur
		Regional Authority, Pune	5	Pune
		Regional Authority, Rajkot	2	Rajkot
		Regional Authority, Surat	1	Surat
	Regional Authority, Vadodara	1	Vadodara	
3	Scale of pay	Pay Level-4 in the Pay Matrix (Rs. 25500-81100)		
4	Mode of recruitment	By Deputation		

5	Eligibility	From amongst officials working in the Central Government holding:- Analogous posts on regular basis; or Lower Division Clerk or equivalent with 5 years regular service in the grade
6	Age restriction	The maximum age of the applicant should not exceed 56 years on the closing date of the receipt of the applications

4. The selected candidates will be appointed on deputation basis and the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government which shall ordinarily not exceed 3 (three) years.

5. The general terms of deputation shall be regulated in accordance with the Department of Personal and Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

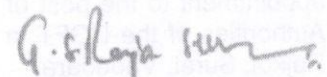
6. The departmental Officials in the feeder grade who are in the direct line for promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

7. The applications (in the prescribed application format Annexure-I) of the willing and eligible candidates, who could be spared immediately, may be forwarded by the Parent Departments/ Cadre Controlling Authorities of the applicants along with the certification given in Annexure II. The duly filled in applications along with copy of the vigilance clearance and details of major/minor penalty(Annexure III) and attested photocopies of APAR's for the last five years, should be sent through the proper channel to the Zonal Additional DGFT, Office of Zonal Additional Director General of Foreign Trade, Department of Commerce, Ministry of Commerce & Industry, Nishtha Bhavan, 48, Sir Vithaldas Thakersey Marg, Mumbai-400 020, so as to reach this office within 60 days of publication in the Employment News. Incomplete Applications shall be rejected without any further correspondence.

8. The applicant should clearly indicate the service particulars, experience, educational qualifications and place of posting for which deputation has been applied, in the prescribed format at Annexure-I.

9. Only applications submitted through the proper channel will be considered. While forwarding the application, the Cadre Controlling Authorities /Parent Departments of the applicants shall issue the necessary Vigilance Clearance and a certificate that no disciplinary case is either pending or being contemplated against him/her alongwith details of major/minor penalty imposed during the last 10 years, if any(Annexure III).

This issues with the approval of Competent Authority.



Satya Raja Sekhar G.
Deputy Director General of Foreign Trade
Phone Number :022-22017716/Ext. 118
E-mail ID: hrdmum-dgft@nic.in

To
The Directorate General of Foreign Trade, New Delhi.
All RA's under the Western Zone of DGFT
All Regional Authorities of the DGFT
All Ministries /Departments of Government of India
Central Government offices in Maharashtra/Gujarat/Madhya Pradesh
Notice Board/website/JHT

**Application Form
(Proforma)**

ANNEXURE - I

Affix
Latest
Passport
Size
Photograph

I. APPLICATION FOR THE POST OF UPPER DIVISION CLERK (UDC)

**II. PLACE(S) OF POSTING APPLIED FOR IN ORDER OF PREFERENCE: 1.-----2.-----
---3-----**

III. Details:

1	Name of the Applicant	Male <input type="checkbox"/>		Female <input type="checkbox"/>	
2.	Address				
3.	Present Designation				
4	Category SC/ST/OBC/UR				
5	Present Office Address and Telephone number				
6	Age and Date of Birth (in Christian era)				
7	Date of entry into service				
8	Date of retirement under Central Government rules				
9	Educational qualifications				
10	Qualification	Year of passing	Percentage of Marks/Grade		
	a)				
	b)				
	c)				
11	Details of Employment in chronological order:				
	Office / Institution	Post held	Period		Revised Pay (7 th CPC)
			From	To	
					Nature of duties (attach separate sheet if required)
12	Nature of present employment (Adhoc/Temporary/Probationer/Permanent)				
	Whether cadre or ex-cadre post				
	Date of appointment to the present post				
13	Present basic pay and Pay level				
14	In case of present employment is held on deputation basis, please state:				

	(a) The date of initial appointment	
	(b) Period of appointment on deputation:	
	(c) Name of the present office/organization to which you belong:	
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient with signature	
16	Complete details of the cadre Controlling authority /Parent department of the candidates including full address and telephone number	

IV. The information/details provided by me above are correct and true to the best of my knowledge and no material facts having a bearing on my selection has been suppressed/withheld.

Place:
Date:

Signature of the Candidate
Address:
Mobile No.
Email -ID:

CERTIFICATE TO BE FURNISHED BY THE FORWARDING AUTHORITY / PARENT DEPARTMENT / CADRE CONTROLLING AUTHORITY

Certified that the information furnished by Shri/Smt./Km. _____ in Annexure I are found to be correct and he/she possesses the requisite eligibility and experience mentioned in the vacancy circular.

Also certified that:

(i) No vigilance case or disciplinary case either pending or being contemplated against him/her.

(ii) The integrity of Shri/Mrs./Ms. _____ is beyond doubt.

(iii) No Major/Minor penalties have been imposed on him/her during the last 10 years(Alternatively, penalty statement during the last 10 years may be enclosed - Annexure III).

(iv) This Department/Organization/Office has no objection that in the event of selection, the official will be relieved immediately.

Further, Copies of APARs for the last 5 years duly attested on each page & Vigilance Certificate are enclosed

Place:

Signature

Date:

Email ID and Phone Number

Name and Designation of the Authorized Officer

(With office seal)

VIGILANCE/ INTEGRITY CERTIFICATE

*It is certified that no Vigilance enquiry is pending contemplated against Shri/Smt. _____ His/ Her integrity is beyond doubt.

Signature _____
(with office seal)
Designation _____
Dated: _____

CERTIFICATE

LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS

*It is certified that no penalty (Major or Minor) has been imposed during the last ten years on Sh./Smt. _____

2. *The following major/minor penalties have been imposed on Shri/Smt. _____ during the last 10 years.

Signature _____
(with office seal)

Designation _____

Dated: _____