



भारत सरकार/ Government of India

वाणिज्य एवं उद्योग मंत्रालय/ Ministry of Commerce and Industry

ऑचलिक अपर महानिदेशक विदेश व्यापार का कार्यालय

Office of the Zonal Additional Director General of Foreign Trade

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VACANCY CIRCULAR

SUB: Filling up of the posts of Upper Division Clerk (UDC) on deputation basis in the Zonal Office of the DGFT at Chennai and in the various Regional Authorities of the DGFT in the Southern Zone - reg.

The Directorate General of Foreign Trade (DGFT), with its Headquarters in Udyog 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, Ahmadabad, 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 Zonal Office of the DGFT at Chennai and in the various Regional Authorities of the DGFT in the Southern Zone viz., Hyderabad, Bangalore, Cochin, Vizakhapatnam and Coimbatore.

3. 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, Chennai	11	Chennai
		Regional Authority, Coimbatore	3	Coimbatore
		Regional Authority, Bangalore	3	Bengaluru
		Regional Authority, Hyderabad	1	Hyderabad
		Regional Authority, Cochin	2	Kochi
	Regional Authority, Visakhapatnam	1	Visakhapatnam	
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:- (a) Analogous posts on regular basis; or (b) 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 form at Annexure-I) of 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 Office of Zonal Additional Director General of Foreign Trade, Department of Commerce, Ministry of Commerce & Industry, Shastri Bhavan Annexe, No. 26, Haddows Road, Nungambakkam, Chennai-600006, on or before **31/05/2024 05.30 P.M.** 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 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).


(K. HRUSHIKESH REDDY)

Deputy Director General of Foreign Trade
For Zonal Addl. Director General of Foreign Trade, Chennai
Phone Number 044-28283400
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To

1. The Directorate General of Foreign Trade, New Delhi.
2. All RA's under the Southern Zone of DGFT
3. All Regional Authorities of the DGFT
4. All Ministries /Departments of Government of India
5. Central Government offices in Tamilnadu/ Karnataka/Kerala /Andhra Pradesh/Telangana /U T of Puducherry /U.T Of Lakshwadeep
6. Notice Board/website/JHT

**Application Form
(Proforma)**

Affix Passport Photograph	Latest Size
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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 Official		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 (details)	Year of passing	Percentage of Marks/Grade			
	a)					
	b)					
	c)					
	d)					
	e)					
11	Details of Employment in chronological order:					
	Office / Institution	Post held	Period		Revised Pay (7 th CPC)	Nature of duties (attach separate sheet if required)
			From	To		
12	Nature of present employment (Adhoc/Temporary/Probationer/Permanent):					

	(a) Whether cadre or ex-cadre post	
	(b) 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:

Annexure – II

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

Certified that the information furnished by Shri/Smt./Kum. _____ 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/Smt./Kum. _____ 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 is 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:
Date:

Signature
Name and Designation of the
Authorized Officer
Email ID and Phone Number
(With office seal)

VIGILANCE/ INTEGRITY CERTIFICATE

It is certified that no Vigilance enquiry is pending or being contemplated against Shri/Smt./Kum. _____ 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 Shri/Smt./Kum. _____

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

Signature _____
(with office seal)

Designation _____

Dated: _____