

P-63023/64/2023 – IC-Europe
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(IC-Europe Division)

Vanijya Bhawan, New Delhi
Dated: 31st July, 2024

Subject – Engagement of Junior Consultant (One) in IC-Europe Division, DPIIT – reg.

Department for Promotion of Industry and Internal Trade (DPIIT) invites applications from eligible qualified professionals for engagement as Junior Consultant (One) with relevant experience on contract basis on full time basis for a period of 03 years for working in IC Europe Division, DPIIT. The tenure may be extended further for a period of 02 years on the basis of work requirements and performance of the incumbent. Interested and eligible candidates are requested to apply online latest by 15 days from date of advertisement.

2. Number of Positions, Designation, Qualifications and Experience Criteria along with Consolidated Remuneration are given below:

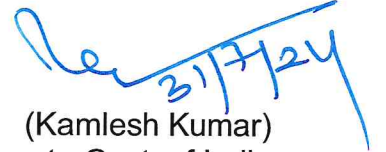
S. No.	Designation	Post/No. of vacancy	Qualifications and Experience Criteria	Remuneration (Per Month)
1.	Junior Consultant	01	(i) Qualification: Essential - Master's Degree from a reputed and recognized University or Institution. Desired - Subject matters related to International Business / International Cooperation. (ii) Experience: *Essential: (i) Three (3) years of relevant post-qualification work experience in Government; Desired: One year of Experience in matters related to International Cooperation / Trade / handling	Rs. 0.6 - 1.0 Lakh* (Based on level, suitability and experience of candidate) * Candidates may be given increment per annum depending on the work performance and subject to approval of



			Bilateral/Multilateral events and meetings. Well-versed in MS-Office.	Competent Authority. As per this Departments guidelines dated 20.06.2024.
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3. Interested and eligible candidates may mail duly filled application forms in the prescribed format (Annexure-I) along with their CV and self-attested copy of relevant documents including last pay slip to **Email: kamlesh.kumar72@nic.in and ipic2-dipp@nic.in** alongwith the subject line "**Application for Junior Consultant in IC-Europe Division, DPIIT**" latest within 15 days from date of advertisement. Applicants are also required to create their profile on Common Resource Pool portal by clicking on the following link: <https://crpp.dpiit.gov.in/>.

4. Terms and Conditions for the appointment are attached as Annexure-II.



(Kamlesh Kumar)
Under Secretary to Govt. of India
IC-Europe DPIIT
Tel: 011 23038934
Email: kamlesh.kumar72@nic.in

Copy for information:

Shri Shambhu Datt Sati
Under Secretary (Estt.)
DPIIT

Annexure-I

Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade

Proforma to apply for the post of Junior Consultant in IC-Europe Division, DPIIT

Photo

1. Position Applied:

2. Personal Details:

Name	
Father's Name	
Mother's Name	
Date of Birth	
Correspondence Address	
Permanent Address	
E-Mail	
Mobile Number	

3. Educational Qualification (12th Onwards)

Qualification	Board/ University	Year of Passing	Subjects/Specialization	Full Time/ Part Time/ Distance Mode	Division	Percentage of Marks

If marks available in CGPA, enter equivalent percentage marks using applicable conversion formula of respective institution/ university.

4. Total Work Experience post relevant qualification (please mention only relevant experience as per advertisement):

S. No.	Organization/Institution	Period		Nature of work done	Salary drawn/month	Remarks
		From	To			

5. Work Experience (in matters related to International Cooperation / Trade / handling Bilateral/Multilateral events and meetings):

S. No.	Organization/Institution	Period		Nature of work done	Salary drawn/month	Remarks
		From	To			

6. Any other relevant information that the candidate wants to submit:-

Certification

I _____ son/daughter of _____ hereby certify that the information provided by me in the application from is true and correct and my application will be summarily rejected if any particulars are found incorrect/false at any stage. Further, I have read and understood all the terms and conditions for engagement of Junior Consultant in DPIIT.

(Signature)

Terms and Conditions

- i. **The initial period of the contractual recruitment is 03 years (subject to renewal every year), followed by an extended period of 02 years.**
- ii. Extension is subject to approval and based on requirement at the appropriate stage. Candidate will have no right whatsoever to demand extension after completion of the initial tenure.
- iii. Performance based annual increment may be granted after completion of every year, subject to approval of competent authority in accordance with this Departments guidelines dated 20.06.2024.
- iv. The applicants must submit the application, complete in all aspects in the prescribed Application Performa through **email only** latest by (15 days from date of advertisement). **No other means of submission of applications will be entertained.**
- v. Applications which do not meet the eligibility criteria given in this Notification and/or incomplete in any respect shall be summarily rejected and no communication will be made in this regard.
- vi. All the candidates called for the interview shall bring one set of self-attested copies of the relevant documents, w.r.t. Educational Qualifications, Professional Qualifications, Work Experience, Photo Id- Proof, etc. along with the Originals at the time of verification.
- vii. This is purely a contractual engagement on specific requirements/ project basis as per agreed terms and conditions.
- viii. The engagement **DOES NOT** confer any right upon the engaged person to demand any permanent position or job in DPIIT during the tenure of engagement or anytime in future.
- ix. DPIIT reserves its right **NOT TO ENGAGE** any person in response to this Notification.
- x. All the applicants shall be screened for qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for interview. **Not all applicants may be called for Interview.**
- xi. No TA/DA shall be paid to candidates for attending the Interview.
- xii. Selection of the candidates shall be made on the basis of performance and qualitative assessment done during Interviews taken by the Consultancy Evaluation Committee.
- xiii. The Applicant will be offered a contractual engagement as per stipulated terms and conditions.
- xiv. The candidate will undertake and execute the assigned tasks with all sincerity and as per communicated timelines. The failure in commitments and duty by the candidate will be viewed seriously and appropriate action shall be taken against the concerned as per rules.
- xv. The applicants are advised to provide valid e-mail address and mobile number for communication since all communications shall be made through electronic medium. No communication will be made by post. The candidates are advised to regularly check their email ids as well as DPIIT website for any further developments.

- xvi. The location of job will be Vanijya Bhawan/Udyog Bhawan, Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, New Delhi.
- xvii. The engagement of Junior Consultant will be as per the terms and conditions mentioned in the guidelines in DPIIT issued vide O.M. No. A-64011/04/2021-Estt. G, dated 20th June, 2024.
