

**No. I-11011/3/2020-Estt.G**  
**Government of India**  
**Ministry of Commerce & Industry**  
**Department for Promotion of Industry & Internal Trade**  
**(Establishment- Gazetted Section)**

\*\*\*

Udyog Bhawan,  
New Delhi  
Dated 19 January, 2021

**CIRCULAR**

**Subject: Engagement as Consultant for Export-Import Policy (Exim Policy) - reg.**

The Department for Promotion of Industry & Internal Trade, Ministry of Commerce & Industry hereby invites applications from persons having considerable experience in the field of Export-Import Policy for engagement as a Consultant for Export-Import Policy (Exim Policy), initially for a period of one year or till the services are required, whichever is earlier on the following terms and conditions:-

- i. The Consultant will examine cases/proposals, policy issues in the light of Central Govt. rules and regulation, prepare briefs/presentations and analyse the proposals assigned by controlling officer.
- ii. The consolidated fee of Rs.70,000/- (Rupees Seventy Thousand only) per month (minus Professional Tax/TDS as applicable) shall be payable, subject to periodical completion of work certified by the controlling Officer. The Consultant will not be eligible for any other allowance or facility in addition to the consolidated pay.
- iii. The engagement as consultant shall be for a period of one year or till the services are required by the Department, whichever is earlier.
- iv. Normal working hours of this Department are from 9 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, presence may be required beyond normal working hours and on Saturdays/ Sundays and other Gazetted holidays. The Consultant will be eligible for 08 days leave during the period of one year, subject to the approval of the controlling Officer. However, unavailed leave cannot be carried forward.
- v. The Consultant will 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 notice during the period of your engagement as 'Consultant' in the Department. All such documents will be property of the Government.
- vi. Attention is drawn to Central Vigilance Commission's circular no. 01/01/17 dated 23.1.2017 and circular no. 08/06/2011 dated 24.6.2011 regarding engagement of consultants. The Consultant will be completely accountable for any advice or any service rendered by you during your engagement in this Department in view of norms of ethical business and professionalism. In case of improper discharge of contractual obligations/deviant conduct to the contract, stringent action in terms of relevant rules & regulations as applicable to the Consultant, also being a retired government servant will be taken.
- vii. The Consultant must act, at all times, in the interest of the employer/client and render any advice/ service with professional integrity.
- viii. The Consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department. If required, the Consultant will cooperate fully with any legitimately provided/ constituted

investigative body, conducting inquiry into processing or execution of the consultancy contract/ any other matter related with discharge of contractual obligations by the consultant.

- ix. The Consultant will complete the assigned task within the stipulated period as per the requirement of the Department. The Consultant will not take up any assignment or contract which conflicts with the interest of the Government during the contract period.
- x. The engagement as Consultant may be terminated at any time by the Department, without assigning any reason thereof by giving them 15 days' notice or remuneration in lieu of notice period on pro-rata basis. However, in case you wish to resign, you will have to give 15 days' advance notice before resigning from the engagement.

2. The applications should reach this Department within 20 days of issue of this circular, either by post addressed to Room No. 366 A, Department for Promotion of Industry & Internal Trade, Udyog Bhawan, New Delhi-110011 or on email (eng-dpiit@gov.in).

Yours faithfully,

  
(Shambhu Datt Sati)

Under Secretary to the Govt. of India  
Tel. No. 2306 1742

To

1. Technical Director, NIC with request to upload this circular on the webpage of the Department in the 'Whats New' section.
2. DPIIT eOffice notice board.