

F.No P-59030/42/2023-e-Commerce
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
Internal Trade and E-Commerce Section

Vanijya Bhawan, New Delhi
Dated: 02nd November, 2023

Subject - Advertisement for Contractual Engagement of Junior Consultants in Internal Trade and E-Commerce Division, DPIIT - reg.

DPIIT invites applications from eligible qualified professionals for engagement as Junior Consultant(s) with relevant experience purely on contract basis for a period of 02 years for working in the Internal Trade and E-Commerce Section, DPIIT. Interested and eligible candidates are requested to apply online latest by 17th November, 2023.

2. Designation, No. of Positions, Qualifications and Experience Criteria along with Consolidated Remuneration are given below:

S.No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per Month)
1	Junior Consultant (Internal Trade)	01	Qualification: Master's Degree in Management/ Human Resource or equivalent from a reputed and recognized University or Institution. Experience: Minimum 03 years of relevant work experience inter-alia including: 1. Experience in working in Central Government/Central Government organizations/ Constitutional bodies constituted by Govt. of India. 2. Experience in coordinating high level meetings as well stakeholders' consultation with the Central & State government, PSUs, Associations etc. 3. Experience in handling Government policies/schemes.	Rs 0.6 lakh to Rs. 1.0 lakh



S.No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per Month)
			<p>Desirable:</p> <p>i. Having good managerial and communication skills.</p> <p>ii. Good working knowledge of computer (MS- office etc)</p>	

S.No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per Month)
1	Junior Consultant (e-Commerce)	01	<p>Qualification:</p> <p>Master's Degree in Law/ Management or equivalent from a reputed and recognized University or Institution.</p> <p>Experience:</p> <p>Minimum 03 years of relevant post qualification work experience inter-alia including:</p> <ol style="list-style-type: none"> 1. Experience in Finance/ Law related aspects of Govt. Policy and Schemes especially policy formulation, management and implementation. 2. Experience in handling work related to Section-8 not for profit companies. 3. Experience in coordinating stakeholders' consultations with the Central & State government, PSUs, Industry Associations etc. <p>Desirable:</p> <p>i. Having good understanding of policy</p>	Rs.0.6 lakh to Rs. 1.0 lakh



S.No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per Month)
			issues related to digital trade. ii. Good working knowledge of computers (MS- office etc)	

3. Age Limit:

- (i) Jr. Consultant (Internal Trade): Below 50 Years of age as on 1st November, 2023
- (ii) Jr. Consultant (e-Commerce): Below 40 Years of age as on 1st November, 2023

4. 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 to **Email: rajesh.ranjan@gov.in** with the subject line "Application for Junior Consultant in Internal Trade and E-Commerce Section in DPIIT" latest by 17th November, 2023.

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

(Rajesh Ranjan)

Under Secretary to the Govt. of India

Tel: 23038976

Proforma to apply for the post of Junior Consultant in Internal Trade and E-Commerce Section

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

1. **Position Applied For:** Junior Consultant (Internal Trade/ e-Commerce), whichever is applicable)
2. **Personal Details:**

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

3. **Educational Qualification**

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. Work Experience (please mention only relevant experience as per advertisement):

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

5. 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 form is true and correct to the best of my knowledge 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 (Internal Trade/ e-Commerce) in DPIIT.

(Signature)

Terms and Conditions

- i. **The normal period of the contractual recruitment is 02 years (subject to renewal every year), which may be extended by 02 years by the competent authority on case-to-case basis.** Candidate will have no right whatsoever to demand extension after completion of the initial tenure.
- ii. The applicants must submit the application, complete in all aspects in the prescribed Application Performa through **email only** latest by **17th November, 2023. No other means of submission of applications will be entertained.**
- iii. 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.
- iv. 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.
- v. This is purely a contractual engagement on specific requirements/ project basis as per agreed terms and conditions. The appointment of the consultant is of a temporary nature and the DPIIT can cancel the appointment at any time without providing any reason, with a Notice period of 15 days or remuneration in lieu of the notice period on pro-rata basis.
- vi. 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.
- vii. DPIIT reserves its right **NOT TO ENGAGE** any person in response to this Notification.
- viii. 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.**
- ix. No TA/DA shall be paid to candidates for attending the Interview.
- x. Selection of the candidates shall be made on the basis of performance and qualitative assessment done during Interviews taken by the Consultancy Evaluation Committee.
- xi. The Applicant will be offered a contractual engagement as per stipulated terms and conditions.
- xii. 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.
- xiii. Working hours shall normally be from 9 AM to 5.30 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other holidays. Paid leave of absence may be allowed at the rate of 1 day for each completed month of service subject to the approval of the controlling Officer.

- xiv. 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.
- xv. The location of job will be Udyog/Vanijya Bhawan, Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, New Delhi.
- xvi. Jr. 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 their notice during the period of their engagement as 'Consultant' in the Department. All such documents will be property of the Government.
- xvii. Jr. Consultant will not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Department.
- xviii. The Intellectual Property Rights (IP) of the data collected as well as deliverables produced for the Department shall remain with the Department.
- xix. Jr. Consultant's 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. They will be completely accountable for any advice or any service rendered by them during their engagement in this Department in view of norms of ethical business and professionalism.
- xx. Jr. Consultant must act, at all times, in the interest of DPIIT and render any advice/ service with professional integrity.
- xxi. Jr. Consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Department. If required, they 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.
- xxii. Jr. Consultant appointed by the Department shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department nor will they indulge in any activity outside the terms of the contractual assignment.
- xxiii. Jr. Consultant shall be appointed on full-time basis. Consultant appointed on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with DPIIT.
- xxiv. Jr. Consultant shall be bounded to hand-over the entire documents of assignment to the Department before the expiry of the contract and before the final payment is released by the Department.
