



भारत सरकार/ Government of India
वाणिज्य एवं उद्योग मंत्रालय/ Ministry of Commerce and Industry
आंचलिक अपर महानिदेशक विदेश व्यापार का कार्यालय

Office of the Zonal Additional Director General of Foreign Trade

चौथी मंजिल, शास्त्री भवन अनेक्स/ 4th Floor, Shastri Bhavan Annexe

26, हैडोस रोड/ 26, Haddows Road

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F.No. 36(1)/2022-23/UDC/ADMN/CHEN/Vol.II

Dated : 14.03.2024

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, 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 Zonal Office of the DGFT at Chennai and in the various Regional Authorities of the DGFT in the Southern Zone viz., Hyderabad, Bangalore, Cochin, Visakhapatnam 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
Email: chennai-dgft@nic.in

Application Form (Proforma)

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:

Affix Latest
Passport Size
Photograph

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	Revised Pay (7th CPC)
		Period From To	Nature of duties (attach separate sheet if required)
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

Continued on page 9

Continued from page 8

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

**ANNEXURE-III
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 :

EN 1/1

PAWAN HANS LTD.
(A Govt. of India Enterprise)

Pawan Hans Limited is a premier Central Public Sector Enterprise and India's largest Helicopter Company under the administrative control of Ministry of Civil Aviation, Government of India.

The Company requires result oriented & dynamic professionals on regular / deputation basis as under:-

Sl. No.	Name of the Post	No. of vacancies
1.	General Manager (HR & Admin)	01
2.	General Manager (Operations)	01
3.	General Manager (Flight Safety)	01
4.	Jt. General Manager (HR & Admin)	01
5.	Jt. General Manager (Finance & Accounts)	02
6.	Jt. General Manager (Materials)	02
7.	Jt. General Manager (Civil)	01
8.	Asst. Manager (HR & Admin)	04
9.	Asst. Manager (Finance & Accounts)	04
10.	Asst. Manager (Materials)	03

For detailed advertisement and submission of online application, please log in at "Careers" tab on Company's website www.pawanhans.co.in.

Last date for online application: **30.04.2024**

EN 1/10

MACS - Agharkar Research Institute

(An Autonomous Institute under the Dept. of Science & Technology, Govt. of India)

Gopal Ganesh Agarkar Road, Pune - 411 004

VACANCY NOTIFICATION

MACS-Agharkar Research Institute (ARI) an autonomous Institute of the Department of Science and Technology (DST), Government of India invites applications from interested, dynamic, innovative and dedicated Indian citizens having consistently good academic records and relevant experience to fill-up the following posts.

S. No.	Name of the Post with Details	Essential Qualifications & Experience
1	Private Secretary Mode of Recruitment -On Deputation No. of Posts: Two (UR-2) Pay Level: 7 Age limit : 56 years Post Code: PS-2024	Officers holding the post of Stenographer under the Central Government or State Governments or Union Territories or Public Sector Undertaking or Universities or recognized Research Institutes or Statutory or Autonomous Organisations. (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the Stenographers grade in the Pay Matrix Level-4 (Pay Band-2 with Grade Pay of Rs. 4200) or equivalent in the parent cadre or department.
2	Stenographer Grade II Mode of Recruitment- Direct Recruitment No. of Posts: Two (UR-1 & OBC-1) Pay Level: 4 Age Limit: 27 years Post Code: Steno-2024	1) Candidates must have passed 12th standard or equivalent examination from a recognized Board or University. 2) Speed of 80 wpm for English stenography and 35 w.p.m. in typing Speed in English with transcription (50 min) on computer.

The eligibility conditions and instructions regarding application process, online application link and last date of submission of application are mentioned in the detailed advertisement available on the Institute website <https://aripune.org/jobs/>.

Advt. No. Rect./Steno cadre/02/2023-24

Director, ARI

EN 1/22



**Chaudhary Charan Singh
National Institute of
Agricultural Marketing**

(An Autonomous Organisation of Ministry of Agriculture and Farmer Welfare, Government of India Organization)

Kota Road, Bambala, Near Sanganer, Jaipur-302033, Rajasthan
Telephone : 0141-2795104, Website : www.ccsniam.gov.in

Employment Notice

CCS NIAM invites applications from the Indian Citizen to fill up the following posts on Direct Recruitment /Deputation/short term contract basis.

S. No.	Name of the Post	Pay Matrix	Category
1.	Assistant Director (01) Deputation	Level-11, Rs. 67,700	1 Post (UR)
2.	Accounts Officer (01) DR	Level-11, Rs. 67,700	1 Post (UR)
3.	Asst. Grade I (1) Deputation	Level-6, Rs. 35,400	1 Post (UR)
4.	Legal Executive (IP) (01)	Consolidated Package Rs. 50,000/- P.M.	1 Post

(a) Last date for receipt of application forms to the Director General, CCS National Institute of Agricultural Marketing, Kota Road, Bambala, Near Sanganer, Jaipur - 302033 (Raj) is 60 days from the date of publication in Employment Newspaper.

(b) Director General reserves the right to cancel this Employment Notice without any reason thereof.

(c) Applicants who are working in any office/department/organisation are required to send hard copies of their application through post with all requisite documents and enclosures through proper channel.

(d) Age relaxation to the candidates if any is admissible as per Government of India norms on Direct Recruitment for the post.

(e) Details of eligibility conditions and the prescribed Proforma is available on website www.ccsniam.gov.in.

EN 1/42

Director General



**राष्ट्रीय परीक्षा एजेंसी
National Testing Agency**



(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)
(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

Vacancy Notification

Dated 14 March, 2024

National Testing Agency (NTA) has been set up by the Ministry of Education (MoE), Department of Higher Education, Government of India as a self-sustained Autonomous Organisation to conduct efficient, transparent and international standard tests to assess the competency of candidates for admission to premier higher education institutions. National Testing Agency invites online applications from interested / eligible / suitable candidates latest by 15th April, 2024, for filling up the following posts on Deputation Basis/ Foreign Service Terms:

S. No.	Name of Posts	Group	Pay Level under 7th CPC	Number of Vacancies
1.	Senior Programmer	A	Level-11	02
2.	Deputy Director	A	Level-11	06
3.	Research Scientist 'B'	A	Level-11	01
4.	Programmer	A	Level-10	02
5.	Research Scientist 'A'	A	Level-10	02
6.	Assistant Director	A	Level-10	11
7.	Sr. Superintendent	B	Level-7	12
8.	Sr. Assistant	C	Level-6	08

For Eligibility Criteria/Qualification/Experience, Process of Application and Selection, etc. please see the Vacancy Notification at <https://nta.recruitment.ntaonline.in>. Application completed in all respect along with NOC, APARs, Vigilance Clearance, Integrity Certificate should reach the National Testing Agency, First Floor, MDBP-Building, Okhla Industrial Estate, New Delhi-110020 through proper channel (Cadre Controlling Authorities/ Parent Organisations concerned) by 05 May, 2024.

Director (Admin)

EN 1/4