



**Government of India**  
**Ministry of Commerce & Industry**  
**Department of Commerce**

**Office of the Additional Director General of Foreign Trade**  
CLA, A-Wing, I.P.Bhawan, I.P.Estate, New Delhi - 110002

**F.No. 001/UDC-Deputation/2022-23/CLA-Admn /**

**Sub: Filling up of the posts of Upper Division Clerk (UDC) on deputation basis in the Zonal Office of the DGFT at New Delhi and in the various Regional Authorities of the DGFT in the Northern 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 field offices, which are known as Regional Authorities. 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 CLA, New Delhi and in the various Regional Authorities of the DGFT in the Northern Zone viz., Ludhiana, Kanpur, Varanasi, Panipat, Jaipur, Srinagar and Jammu. The official appointed on deputation can be posted to any office in the North Zone in case of administrative exigency.

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, CLA, New Delhi	39	New Delhi
	Regional Authority, Ludhiana	9	Ludhiana
	Regional Authority, Kanpur	1	Kanpur
	Regional Authority, Jaipur	5	Jaipur
	Regional Authority, Varanasi	4	Varanasi
	Regional Authority, Panipat	02	Panipat
	Regional Authority, Jammu	02	Jammu
	Regional Authority, Srinagar	01	Srinagar
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 <b>56 years</b> 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 the 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 **Zonal Additional DGFT, Office of The Additional Director General of Foreign Trade, (CLA), A Wing, Indraprastha Bhawan, I.P. Estate, New Delhi-110002, on or before two months from the date of advertisement 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-1**.

9. Only applications submitted through the 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 along with details of major/minor penalty imposed during the last 10 years, if any (**Annexure III**).

**Jt. Director General of Foreign Trade**  
**For Additional Director General of Foreign Trade**  
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**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;**

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. Education qualifications					
10. Qualification details	Year of passing	Percentage of mark/grade			
a)					
b)					
c)					
d)					
e)					
11. Details of Employment in chronological order:					
Office/ Institution	Post held from	Period		Revised pay (7th 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 candidate 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 may be enclosed-Annexure-III).

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ANNEXURE-I

Affix latest  
passport  
size  
photograph

(iv) This department/organization/office has no objection that in the event of selection, the official will be relieved immediately.

Further, Copies of APAR's for the last 5 years duly attested on each page & Vigilance Certificate is enclosed.

Place:.....

Date: .....

Signature  
Name and Designation of the  
Authorized Officer  
Email ID and Phone Number  
(with office seal)  
ANNEXURE-III

### Vigilance / Intergrity Certificate

It is certified that no Vigilance/Administrative case is pending or being contemplated and no case is pending in any court of law against Shri/Smt./Kum. \_\_\_\_\_ His/ Her Integrity is beyond doubt.

Signature: \_\_\_\_\_  
(with office seal):

De signation: \_\_\_\_\_

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: \_\_\_\_\_