

No. P-36014/12/2022-Investment Promotion  
Government of India  
Ministry of Commerce and Industry  
Department for Promotion of Industry and Internal Trade  
Investment Promotion Section

Vanijya Bhawan, New Delhi

Date: 19<sup>th</sup> November, 2024

**Subject: Advertisement for Contractual Engagement of Junior Consultants/ Consultant in Investment Promotion Section in DPIIT – reg.**

DPIIT invites applications from eligible qualified professionals for engagement as Junior Consultant(s) and Consultant with relevant experience in the Specific Domain areas purely on contract basis for a period of three (3) years for working in the **Investment Promotion Section** in DPIIT. Interested and eligible candidates are requested to apply through email latest by **05<sup>th</sup> December, 2024**.

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	02	<p><b>Qualification:</b> Master's Degree in Management or equivalent from a reputed and recognized University or Institution or CA/CS/ICWA</p> <p><b>Experience:</b> 3-5 years of relevant post-qualification work experience.</p> <p>Relevant experience includes:</p> <ul style="list-style-type: none"><li>• Regulatory and Legal reforms in Government systems/ institutions</li><li>• Government/Business Process Reengineering</li><li>• Conducting surveys on regulatory reforms - local and national surveys on Business Regulation</li><li>• Managing Finance, Accounts, taxation, etc. functions in Government/PSUs/Private Sector</li><li>• Analytics on growth/competitiveness etc.</li></ul>	Rs. 0.6 - 1.00 Lakh based on suitability and experience of candidate.

2.	Consultant	01	<p><b>Qualification:</b> Master's Degree in Management or equivalent from a reputed and recognized University or Institution</p> <p><b>Experience:</b> 5-10 years of relevant post-qualification work experience.</p> <p>Relevant experience includes</p> <ul style="list-style-type: none"> <li>• Regulatory and Legal reforms in Government systems/ institutions</li> <li>• Public Policy/ Schemes</li> <li>• Government/ Business Process Reengineering</li> <li>• Monitoring &amp; Evaluation</li> <li>• Conducting surveys on regulatory reforms - local and National surveys on Business Regulation</li> <li>• Research or related fields</li> <li>• Analytics on growth/ competitiveness etc.</li> </ul>	Rs. 0.8 – 2.5 Lakh based on suitability and experience of candidate.
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3. Age Limit:

- i. **Junior Consultants:** Below 35 years of age as on 1<sup>st</sup> November, 2024
- ii. **Consultant:** Below 40 years of age as on 1<sup>st</sup> November, 2024

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 along with last pay slip to Email: [ipsection2024@gmail.com](mailto:ipsection2024@gmail.com) with the **subject line** “*Application for Junior Consultant or Consultant in Investment Promotion Section in DPIIT*” latest by **05<sup>th</sup> December, 2024**.

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



(T. Hanumantha Rao)

Under Secretary to the Govt. of India

Tel: 2303 8935

टी. हनुमंता राव / T. HANUMANTHA RAO  
अवर सचिव / Under Secretary  
वाणिज्य और उद्योग मंत्रालय / Min. of C. & I.  
उद्योग संवर्धन और आंतरिक व्यापार विभाग / Deptt. for PI & IT  
भारत सरकार / Govt. of India  
वाणिज्य भवन, नई दिल्ली-110001  
Vanijya Bhawan, New Delhi-110001

**Proforma to apply for the post of Junior Consultant/ Consultant in Investment Promotion**  
**Section in DPIIT**

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

**Position Applied For:** .....(Junior Consultant or Consultant)

**Personal Details:**

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

**Educational Qualification (Graduation 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.

\*\* CA/ICWA/CS candidates will mention only percentage of marks in their final examination. If a candidate mentions any other marks, his/her candidature will consider to be cancelled.

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

Sl. No.	Organization/ Institution	Experience (in year and months)	Period		Nature of work done	Salary Drawn/ month (in INR)
			From	To		

Any other relevant information that the candidates 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/Consultant in DPIIT.

(Signature)

## Terms and Conditions

- i. The normal period of the contractual recruitment is **3 years (subject to renewal every year)**, followed by an **extended period of 2 years**. 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.
- ii. The applicants must submit the application, complete in all aspects in the prescribed Application Proforma through **email only** latest by **05<sup>th</sup> December, 2024**. **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.
- 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 applications 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. Consultancy Evaluation Committee shall recommend initial remuneration. An increment (0 - 10%) subject to completion of period with satisfactory performance with the approval of the Competent Authority will be granted. which will remain fixed during the tenure of the consultant.
- 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. 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.
- xiv. 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.

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