

**File No. P-27025/59/2023-Leather**  
Government of India  
Ministry of Commerce and Industry  
Department for Promotion of Industry and Internal Trade  
Leather & Footwear Section

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**Subject: Advertisement for Contractual Engagement of Junior Consultant in Leather and Footwear Section in DPIIT – reg.**

DPIIT invites applications from eligible qualified professionals for engagement as Junior Consultant with relevant experience in the Specific Domain areas purely on contract basis for a period of three (3) years for working in the **Leather and Footwear Section** in DPIIT. Interested and eligible candidates are requested to apply through email latest by **15 days** from issue of this advertisement.

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

<b>S N o.</b>	<b>Designat ion</b>	<b>No. of Positio ns</b>	<b>Qualification and Experience Criteria</b>	<b>Remuneration (Per Month)</b>
1	Junior Consulta nt	02	<b>Qualification:</b> Master's Degree/Phd Degree Management/Finance/Economics/CA/CS/ICWA or equivalent from a reputed and recognized University Institution  <b>Experience:</b> (essential) 3-5 years of relevant post-qualification work experience  <b>Desirable:</b> Experience in matters related to Finance and concurrent Experience in handling financial and monitoring aspects of Government Policy and Scheme, Handling of Legal matters, Analytics on growth/competitiveness etc., Experience in leather technology/or Leather Industry	Rs. 0.6-1.0 Lakh based on suitability and experience of candidate

3. **Age Limit:**

i) **Junior Consultant:** Below 35 years of age as on date of advertisement

4. Interested and eligible candidates can send their duly filled applications in prescribed format (Annexure I) along with their CV and self- attested copy of relevant documents via Email: [kapil.meena@nic.in](mailto:kapil.meena@nic.in)/[leather-dpiit1@gov.in](mailto:leather-dpiit1@gov.in) with the subject line “Application for Junior Consultant in Leather and Footwear Section, DPIIT” latest by 15 days from the date of issue of this advertisement.

**Proforma to apply for the post of Junior Consultant in  
Leather and Footwear Section in DPIIT**

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

**Position Applied For:** Junior 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	Period		Nature of work done (to be selected from dropdown-as per this advertisement)	Salary Drawn/month	Remarks
		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 initial tenure of engagement for a person as Junior Consultant would be maximum upto 3 years. Continuation of the Consultant in DPIIT beyond 3 years, for up to additional 2 years will be considered on case to case basis by the Competent Authority in the Department. 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 appointment of Junior Consultants is of a temporary nature and the DPIIT can cancel the appointment at any time without providing any reason for it, with a notice period of 15 days or remuneration in lieu of the notice period on pro-rata basis.
- iii. The normal working hrs. shall be from 9.00 A.M. to 5.30 P.M. However, in exigencies, he/she may be called for services on holidays or beyond normal working hrs.
- iv. Performance based annual increment subject to completion of period with satisfactory performance with the approval of the Competent Authority will be granted as under:

<b>Sr. No.</b>	<b>Parameters</b>	<b>Applicable Increment</b>
<b>1</b>	For performing routine/assigned work	Nil
<b>2</b>	For making significant contribution & shown exceptional quality	5%
<b>3</b>	In exceptional cases/exemplary performance/contribution in policy making/publication etc.	10%

- v. The annual increment will be applicable to existing Junior Consultants engaged in the department after completion of one year w.e.f. the date the revised guidelines come into force.
- vi. The applicants must submit the application, complete in all aspects in the prescribed Application Proforma through email only latest by (15 days from date of advertisement). **No other means of submission of applications will be entertained.**
- vii. 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.
- viii. 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.
- ix. This is purely a contractual engagement on specific requirements/project basis as per agreed terms and conditions.
- x. 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.
- xi. DPIIT reserves its right **NOT TO ENGAGE** any person in response to this Notification.

- xii. 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.**
- xiii. No TA/DA shall be paid to candidates for attending the Interview.
- xiv. 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.
- xv. The Junior Consultant shall be entitled to leave 12 days in a calendar year on pro rata basis. Additional leave without pay would be permitted upon the approval of reporting officer.
- xvi. The Applicant will be offered a contractual engagement as per stipulated terms and conditions.
- xvii. 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.
- xviii. The Junior Consultant shall be expected to follow all the rules and regulations of the Government of India which are in force. He/ she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of Junior Consultant are not found satisfactory or found in conflict with the interests of the Government, his/ her services will be liable for discontinuation without assigning any reasons thereof.
- xix. The DPIIT can cancel the appointment at any time without providing any reason for it however, in the normal course it will provide 15 days notice to the Junior Consultant or remuneration in lieu of the notice period on pro rata basis. The Junior Consultant can also seek for termination of the Contract upon giving 15 days notice to the DPIIT.
- xx. Under exceptional circumstances and in the case of meritorious candidates the above guidelines may be relaxed with the approval of Secretary, DPIIT.
- xxi. The Police Verification of the Junior Consultants shall be done as per the latest instructions issued by MHA / DoP&T.
- xxii. The Junior Consultants shall not, except with the previous sanction of DPIIT or in yhe bona fide discharge of their duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspaper or periodical either in their own name or anonymously in the name of any other person, if such book, article, broadcast or letter related to subject matter assigned to them by the Department.
- xxiii. The Junior Consultant for a period of two (2) years following the termination or conclusion of their engagement with the Department, shall not directly or indirectly, seek or accept employment, consultancy, advisory roles, or any other professional association with foreign missions, firms or think tanks.
- xxiv. 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.
- xxv. The location of job will be Vanijya Bhawan, Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, New Delhi.

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