

F.No. A-12034/10/2020 (Admn.I)
Government of India
भारत सरकार
Ministry of Commerce & Industry
वाणिज्य एवं उद्योग मंत्रालय
Department for Promotion of Industry and Internal Trade
उद्योग और आंतरिक व्यापार संवर्धन विभाग
Office of Economic Adviser
आर्थिक सलाहकार का कार्यालय
(Admin-I Section)

Udyog Bhawan, New Delhi 110011
Dated 6th May, 2025

VACANCY CIRCULAR

Subject: - Filling up the 03 posts of Economic Officer on deputation basis in the Office of the Economic Adviser under Department for Promotion of Industry and Internal Trade.


The undersigned is directed to say that **three (03)** posts of Economic Officer in the Office of the Economic Adviser, Department for Promotion of Industry and Internal Trade. Group 'B' Gazetted in Pay Matrix Level 7 (Rs, 44,900- 142,400) is proposed to be filled up by transfer on deputation basis. The qualification and experience required for the post and other details are given in Annexure-I.

2. It is requested that the applications of eligible officers in prescribed form (Annexure-II), may be sent through proper channel to **Joint Director (Admn)**, Office of the Economic Adviser, Ministry of Commerce & Industry, Room No. 246, Udyog Bhawan, New Delhi 110011 within 30 days from the date of publication of this circular in the official website of (A) Department of Personnel and Training (DoPT), (B) Department for Promotion of Industry and Internal Trade and (C) Office of the Economic Adviser (DPIIT) together with the following supporting documents:

- (i) Up-to-date CR dossiers of the applicant or clear photocopies of their CRs for the last 3 years duly attested by a Group 'A' officer (not below the rank of Under Secretary to the Government of India)
- (ii) A statement showing major or minor penalties, if any, imposed on the officer during the last service period.
- (iii) Integrity Certificate/Vigilance clearance in respect of the officer.
- (iv) Cadre clearance in respect of the officer.

3. Applications received after the closing date for receipt of applications or received without CR dossiers (or attested photocopies of CRs) and other documents/information mentioned in para 2 above or otherwise found incomplete will liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. While forwarding the applicants, it may please be verified and certified that the particulars furnished by the officers are correct. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties.

4. Pay of the officer selected on deputation will be regulated in accordance with relevant instructions of the Department of Personnel & Training as amended from time to time.


(Reema Jain)
06/05/2025
Joint Director (Admn)

Copy to

1. Department of Personnel and Training (DoPT) with the request for uploading advertisement on their official website for wide publicity.
2. NIC (DPIIT) with the request for uploading advertisement on their official website for wide publicity.
3. NIC (OEA) with the request for uploading advertisement on their official website for wide publicity.

Annexure-I

(1) Name of the post	Economic Officer Group 'B' Gazetted (Non Ministerial)
(2) Ministry/Department/ Office	Ministry of Commerce & Industry, Department for Promotion of Industry and Internal Trade, Office of the Economic Adviser
(3) No. of Vacancies	3 (Three)
(4) Pay scale/Pay Matrix	Level 7 (Rs. 44,900 – 1,42,400)
(5) Method of recruitment	By Deputation or absorption
(6) Eligibility & Age limit	(a) Officers of the Central Government: (i) Holding analogous posts on a regular basis in the parent cadre/ Department; or (ii) With three years regular service in the grade rendered after appointment thereto on a regular basis in the Matrix of Level – 6 (Rs. 35,400 – 1,12,400/-) or equivalent in the parent cadre/ department ; and (iii) Master's Degree in Economics or Commerce of a recognized University or equivalent; (ii) Two years experience of Economic Research/ Investigation. The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation as absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The maximum age limit for appointment by deputation/ absorption shall not be exceeding 56 years as on the closing date of receipt of applications).
(7) Other qualifications required	(i) Other knowledge: Basic Computer Efficiency
(8) Period of Deputation	Period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organization/Department of the Central Government shall be for three years and one year extension with approval of competent authority.
(9) Last date	The last date for receipt of application form is 30 days from the date of publication of this advertisement.

**APPLICATION FORM FOR APPOINTMENT
IN OFFICE OF THE ECONOMIC ADVISOR, DPIIT ON DEPUTATION/
ABSORPTION BASIS**

Name of the Post Applied for ECONOMIC OFFICER

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1. Name and Address(in Block letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the officer
Essential	Essential
A) Qualification:	B) Qualification:
C) Experience :	D) Experience
Desirable	Desirable
E) Qualification: -	F) Qualification:
G) Experience : -	H) Experience :
<p>Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/ Office at the time of issue of circular and issue of Advertisement in the Employment News.</p> <p>In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is in-sufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on deputation / contract basis, please state.			
(a) The date of initial appointment	(b) Period of appointment on deputation / contract	(c) Name of the parent office/organization to which the applicant belongs.	(d) Name of the post and pay of the post held in substantive capacity in the parent organization
<p>Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>Note: Information under Column 9(C) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			

11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of pay and rate of increment	Dearness Pay/interim relief/ other allowances etc. (with break-up details)	Total Emoluments
16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular / Advertisement)		

<p>16.B. Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (i) Research publication and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/Institutions/ societies and (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non- Government organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC / ST</p>	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date

(Signature of the candidate)

Address:

Countersigned

(Employer/ Cadre Controlling Authority with seal)

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri/Ms.
- (ii) His integrity is certified.
- (iii) His ACR/ APAR Dossier in original is enclosed/ photocopies of the ACRs/APARs for the last 3 years duly attested (on each page) by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/ minor penalty has been imposed on him during the last 10 years Or A list of major/ minor penalties imposed on him during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with seal)

