

4-12023/1/26-0-HRD-II/392  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade

Udyog Bhawan, New Delhi  
Dated: June 3<sup>rd</sup> 2016

OFFICE MEMORANDUM

**Subject:** Extension of last date of receipt of applications for the post of Console Operator in the Directorate General of Foreign Trade (DGFT), Department of Commerce.

The undersigned is directed to refer to vacancy circular of even number dated 26.11.2015 (copy enclosed) & advertisement 26.11.2015 and to say that the last date for receipt of applications has been extended upto 30.06.2016. The other terms and conditions shall be as mentioned in the earlier vacancy circular dated 26.11.2015. Further information is available on the DGFT's website i.e. : <http://dgft.gov.in>.

Encl: Copy of vacancy circular dated 26.11.2015

DG. ICMR OFFICE

Diary No : 3269

Date : 15/6/2016

To (Admin) - for circulation  
to all Director/Director I/Cs  
ICMR Direct./Cen  
Mtlce Board

Ashish Mohan

(Ashish Mohan)

Deputy Director General of Foreign Trade

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26/6/16

DG(OT)

To

All Ministries/Departments of Government of India

MS. 2015  
Dated  
15/6/16

Dy. No 475 AII  
16/06/2016

No.A-12025/1/2010-HRD-II  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade  
Udyog Bhavan, New Delhi-110011

Dated 26<sup>th</sup> November, 2015

**VACANCY CIRCULAR**

**Subject:- Filling up of the post of Console Operator in the Directorate General of Foreign Trade (DGFT), Department of Commerce.**

It is proposed to fill up 10 posts of Console Operator {Pay Scale: Rs.5500-175-9000/--Revised Pay Band (PB-2): Rs.9300-34800+Grade Pay Rs.4200} on deputation basis initially against the vacancies in the Directorate General of Foreign Trade (DGFT) (Headquarter), Udyog Bhavan, New Delhi and also in the Zonal offices functioning under its control located across the country. The details of vacancies are as follows:-


S.No.	Name of the Office	No. of vacancies
1.	DGFT(Hqr.), Udyog Bhavan, New Delhi	3
2.	Zonal Addl. DGFT, CLA, New Delhi (Northern Zone)	2
3.	Zonal Addl. DGFT, Kolkata (Eastern Zone)	2
4.	Zonal Addl. DGFT, Chennai (Southern Zone)	1
5.	Zonal Addl. DGFT, Mumbai (Western Zone)	2
	Total	10

2. The appointment will be on deputation/absorption and on appointment the pay of the officer will be regulated in accordance with the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training's Office Memorandum No.6/8/2009-Estt. (Pay.II) dated 17-06-2010. The details of the eligibility and other conditions etc. are given in Annexure-I. The details of functions and responsibilities of Console Operator are also given in Annexure-III.

3. It is requested that the applications of the eligible and willing officers, whose services could be spared immediately, on selection, may be forwarded, in triplicate, in the prescribed proforma given in Annexure-II, along with complete and up-to-date Annual Confidential Reports for the last five years, Vigilance Clearance and Integrity Certificate in respect of the applicants through proper channel to the Deputy Director General (HRD-II), Directorate General of Foreign Trade, Department of Commerce, Udyog Bhavan, New Delhi-110011 within 45 days from the date of publication of vacancy circular in Employment News. Copies of the Confidential Reports duly attested by an officer not below the rank of Under Secretary to the Government of India may also be forwarded to the undersigned.

4. Applications received after the stipulated period or found incomplete in any manner will not be considered for selection without any back reference. Candidates once selected will not be allowed to withdraw his/her candidature subsequently under any circumstances. Advance copies of application will not be entertained.

5. All the details in this regard may also be obtained from the Employees' corner of this Directorate's website <http://dgft.gov.in>

  
(Nirmal Kumar)  
Deputy Director General of Foreign Trade  
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To

All Ministries/Departments of Government of India.

## ANNEXURE-I

1. Name of the post : Console Operator
2. Number of posts : Ten (10)
3. Scale of Pay : Pay Band (PB-2): ₹ 9,300-34,800+Grade Pay ₹ 4200)
4. Eligibility : (a) (i) holding analogous posts on regular basis in the parent cadre or Department:

or

(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of Pay Band (PB-2) ₹ 9,300-34800 + Grade Pay ₹ 4200 or equivalent in the parent cadre or Department:

or

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the revised scale of pay of ₹ 5200-20200 with Grade Pay of ₹ 2400 in PB-I and

(b) possessing the following qualifications and experience:

### **Essential Qualifications:**

(I) (a) Masters' Degree in Statistics or Mathematics or Operations Research or Physics or Economics or Commerce (with Statistics) or Degree in Engineering or Computer Science, from a recognized University or equivalent:

or

(11) (b) Bachelors Degree with Statistics as one of the subjects; and possessing two years' experience in electronics data processing work including one year experience in computer programming or operation.

Desirable:

- (i) Formal training in computer programming operation;
- (ii) Knowledge of one or more of the programming languages;
- (iii) Experience of operating mechanical tabulation equipment and of planning and supervising work on such equipment.

5. Mode of appointment :

Deputation/Absorption

The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Govt. shall ordinarily not to exceed three years. Union Public Service Commission will be consulted, when an officer is in the field of consideration for appointment on absorption basis. The maximum age limit for appointment by Deputation/Absorption shall not exceed 56 years as on the closing date of the receipt of applications.

## ANNEXURE-II

Application for the post of Console Operator in the Directorate General of Foreign Trade, Department of Commerce.

1. Name of the applicant (in Block letters)
2. Date of Birth and age on the date of application
3. Date of entry in Government Service
4. Date of retirement from Government service
5. Present post held, office, scale of pay and pay therein, with date of appointment
6. Service particulars in chronological order, post-wise

S. No.	Post held & Office	From	To	Scale of Pay (Pay Band +Grade Pay)	Nature of appointment (substantive/officiating ad-hoc)	Nature of Duties

7. Educational Qualification
8. Experience/Training undergone
9. The last date of return from ex-cadre post, if any
10. Whether SC/ST/OBC, if so, mention the Caste/Tribe
11. Any other details not covered by the above

Place:

Date:

Signature of the applicant  
(Name of the applicant)  
Telephone No., if any

The information have been verified from the records and found to be correct.

Signature of the Sponsoring Authority with stamp.

Details of functions and responsibilities of Console Operator

- *Switch on and Shutdown of servers and UPS.*
- *Trouble shooting hardware, software, printers and network problems in the clients disturbed across sections.*
- *Send, receive and distribute e-mails, Public Notices, Circulars etc.*
- *Generate and distribute reports using various utilities. This includes monthly licence information, RBI statements etc.*
- *Coordination with Annual Maintenance Contract (AMC) vendors for logging hardware complaints and follow-up.*
- *Training to staff on software operations and other utility packages such as MS Word, MS Excel etc.*
- *Maintaining Stock of hardware, software, manuals and all other items in the computer centre.*
- *Backup of database into Hard disk and media.*
- *Handling queries from exporters on electronic filing of applications (on line applications).*
- *Coordination for updating and maintaining the website.*
- *Generating reports for ad-hoc queries received from sections, officers etc.*
- *Updating the software from the website: <http://dgftcom.nic.in/dgftdownload.htm>.*
- *Managing the IT activities of Center individually.*