

Application For the Position (on contract) of Young Professional/Associate in
Directorate General of Trade Remedies, Department of Commerce

Passport size Photo

Post Applied for: (Young Professional/Associate)

Discipline (please tick): (Legal/Accountancy)

1. Name in Full (in Block Letters):
2. Name of Parent/Spouse:
3. Permanent Address:
4. Address for Correspondence:
5. Mobile No.:
6. Email ID:
7. Aadhar Number:
8. PAN:
9. Date of Birth:
(Self-attested copy of proof of age to be attached)

Age as on date of advertisement:

10. Nationality:
11. (a) Essential Educational/Professional Qualifications:

Sl. No.	Name of Qualification	Name of University/Board	Year of Passing	Stream/Subject	% of marks/CGPA

(b). Desirable Qualification:- (i) Details of M. Phil., Ph. D. research experience, published papers etc.:-

Sl. No.	Name of Qualification	Name of University/Board	Year of Passing	Stream/Subject	% of marks/CGPA

(ii) Mention whether you have knowledge of MS Office (MS Word, MS Excel and MS Power Point):

Do you have knowledge of	Fill response as Yes or No
MS Word	
MS Excel	
MS Power Point	

(Self-attested copies of certificates/documents in support of educational qualifications (both essential and desirable) must be attached with this application form.

12. Post-Qualification Work Experience in relevant fields:

Name & Address of Employer	Period of Service (from- to in dd/mm/yy)	Total tenure (in years and months)	Designation	Nature of assignments/ works/ responsibilities

(Self-Attested copy of experience certificate to be attached. Experience certificate without mention of nature of assignment/work/responsibilities performed in the relevant field will not be considered)

13. Language known with proficiency:

14. Any other relevant information:

Declaration

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract and if found after my appointment that the particulars furnished by me are incorrect or suppressed, my engagement is liable to be terminated without any notice.

Place:

Name of Applicant:

Date:

Full Signature of Applicant:

A-12023/4/2022-DGTR
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Trade Remedies

4th Floor, Jeevan Tara Building,
Parliament Street, New Delhi.
Dated:-08.07.2026

Subject: Guidelines for Engagement of Young Professionals/ Associates/ Consultants/ Senior Consultants in Directorate General of Trade Remedies (DGTR), Department of Commerce as Independent Consultants.

1. Background:

(i). The Directorate General of Trade Remedies (DGTR) is an attached office of the Department of Commerce (DoC) which undertakes trade remedy investigations before making its recommendations on imposition of duties to the Central Government (Ministry of Finance, Department of Revenue). DGTR is the single national authority for conducting trade remedy investigations of all genre including anti-dumping, countervailing duties and safeguard measures. The functioning of DGTR is in the realm of quasi-judicial. DGTR provides a level playing field to the domestic industry against the adverse impact of unfair trade practices such as dumping and subsidies on imported goods from any exporting country through trade remedy measures under the framework of the WTO Agreements, the Customs Tariff Act, 1975 and relevant Rules such as Customs Tariff Rules, 1995 (AD Rules), Customs Tariff Rules, 1995 (CVD Rules) and other relevant laws and international agreements, in a transparent and time-bound manner. Besides, DGTR has a Trade Defence Wing (TDW) which operates as a nodal point to support Indian exporters facing trade remedy investigations initiated by any of the members of the WTO community. TDW participates in the trade remedy investigations initiated by trade remedy authorities of WTO members. Such participation is in the form of making submissions, consultations and attending oral hearings. TDW guides and supports the Indian exporters during such investigation process.

(ii). DGTR recommends imposition of duties to the Department of Revenue (DoR) which considers the same and notifies duties in the cases in which it considers fit. Any interested party can challenge such notifications of the DoR and as well the findings on trade remedial investigations of DGTR before various courts/appropriate tribunal in the country.

(iii). DGTR, in carrying out its core functions in trade remedy investigations and trade defence, engages professionals to assist the officers in investigations, costing and financial analysis, negotiations in trade agreements, policy formulations, court cases etc. Besides, Independent Consultants may also be assigned any other works by the officers of DGTR as per requirement.

(iv). Trade and commerce have an increasingly significant role in India's target of economic powerhouse. Export and import are expected to increase substantially in the coming years keeping in view that India is one of the largest retail markets while having the objective of growing to a developed nation by 2047.

(v). Keeping in view the expected growth in the volume of trade and commerce in India in the current decade and the next ones, it is imperative that the existing mechanisms of trade remedy measures and trade defence at the disposal of DGTR be strengthened and be more robust with engagement of high quality resources in the required areas. Therefore, DGTR proposes to engage

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Young Professionals/ Associates/ Consultants/ Senior Consultants for disposal of its various functions.

2. Type and Tenure of Engagement

(i). The Engagements shall be at four levels-Young Professional, Associate, Consultant and Senior Consultant and shall be collectively known as Independent Consultants (ICs).

(ii). The engagement will be purely on a contractual basis.

(iii). These engaged personnel shall have the legal status of an Independent Consultant vis-a-vis, DGTR, Department of Commerce and shall not be regarded, for any purposes, as being either a 'staff member' or an 'official' of DGTR. Accordingly, nothing within or relating to the contract shall establish the relationship of employer and employee, or of principal and agent, between DGTR and the Independent Consultants.

(iv). The engagement shall be initially for a period of two years which may be extended for further one year, depending on the performance evaluation. After three years, no further extension will be permissible under any circumstance. However, for senior Consultants, the engagement shall be for two years or till attaining 65 years of age, whichever is earlier.

3. Qualification, Experience and Vacancies:

Applicants with following qualifications and experience would be considered for engagement as Young Professionals/ Associates / Consultants/ Senior Consultants.

3.1. Education Qualification:

Discipline	Essential Education Qualification
Accountancy	Chartered Accountant or Cost and Management Accountant
Economics	Masters in Economics (preferably with International Trade)
Legal	LLM/ LLB (Candidates having PG diploma in International Law/Corporate Law/Business Law would be preferred)
Data Science	B. Tech./B.E./ M.C.A./Masters in Data Science or Data Analytics or Computational Mathematics or Statistics.
Information Technology	BE/B. Tech. in IT/Computer Science/ Electronics & Communication

Desirable:- (i) Candidates having M. Phil., Ph. D. research experience, published papers and post qualification experience in the relevant field would be preferred.

(ii) Candidates having knowledge of MS Office (MS Word, MS Excel and MS Power Point) would be preferred.

3.2. Experience, Age and remuneration:

Position	Upper Age Limit (as on date of Advertisement)	Work Experience Years*	Relevant experience (No. of years)
Young Professional	35 years	Minimum 1 year	0

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08/07/26

Associate	45 years	Minimum 3 years	1
Consultant	50 years	Minimum 8 years	3
Senior Consultant	65 years	15 years and above	5

* Ph.D. degree shall count for professional work experience of upto 3 years. Provided, no work experience is counted during those three years. Further, Work experience criteria will be waived off by 1 year for the positions of Young Professional and Associate for candidates listed in Pratibha Setu Portal of UPSC ([https://upsconline.nic.in/miscellaneous /pdoiac/](https://upsconline.nic.in/miscellaneous/pdoiac/)) i.e. required work experience for these candidates will be Nil for Young Professional position and 2 years for Associate position.

3.2.1 Individuals working in Foreign Missions will be considered for hiring only after two years cooling off period.

3.3. Number of Independent Consultants:

The total number of Independent Consultants to be engaged by DGTR shall depend on the actual requirement at particular point of time and provision of budget.

4. Remuneration and Annual Enhancement:

4.1. Remuneration

i. The remuneration will be inclusive of all applicable taxes and no other facilities or allowance will be allowed. The range of remuneration for each of the positions are as given in the table below.

Position	Remuneration per month (Rs.)
Young Professional	70,000
Associate	80,000 - 1,45,000
Consultant	1,45,000 - 2,65,000
Senior Consultant	2,65,000 - 3,30,000

ii. The Consolidated remuneration for any selected candidate shall be fixed by Selection Committee to be constituted with the approval of DG, DGTR, based on the following parameters:

- The range of Remuneration proposed in the above table for the position in which the candidate has been selected.
- Years of Experience.
- Last Pay Drawn (Shall be considered only in exceptional cases as decided by the Selection Committee).

4.2. TA/DA:

The Independent Consultants may be required to travel to any place in India. While on tour, TA/DA will be admissible to Young Professional, Associate, Consultant and Senior Consultants as to Assistant Section Officer (Level 7), Section Officer (Level 10), Under Secretary (Level 11) and Director (Level 13) of the Government of India, respectively.

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08/07/26

4.3. Annual Enhancement of Remuneration:

- i. The remuneration may be reviewed annually.
- ii. The enhancement in remuneration will be based on his/ her performance during the year on the basis of the recommendation of Review Committee to be constituted with the approval of DG, DGTR subject to the approval of DG, DGTR to the recommendation of Review Committee, as per the following criteria:-
 - (a). Performance not to be judged merely on the APR grading. Publications of articles in reputed journals/ magazine/ newspaper or books authored by the Independent Consultant will be given extra weightage while evaluating/ deciding cases for enhancement in remuneration etc.
 - (b). Performance management of the candidates would be based on clearly defined Key Performance Indicators (KPIs)/ Key Result Areas (KRAs) for the relevant role and achievement against the same.
 - (c). Total annual enhancement in remuneration shall not exceed 10% in any case.
- iii. The Performance based enhancement in remuneration shall be as follows:

Sl. No.	Performance	Enhancement in Remuneration
1.	Performed only routine / assigned work	NIL
2.	Independent Consultants who have made significant contributions in their domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned task.	5% of the remuneration
3.	In exceptional cases, where the Independent Consultant demonstrated exemplary performance in their domain and have made significant contribution in policy making and /have published articles in reputed journals/ magazine/ newspaper or has authored books etc.	10% of the remuneration

5. Selection Process:

- i. The requirement of DGTR will be advertised from time to time on its website as well as in at least one newspaper in Hindi and in English.
- ii. Online applications received from applicants/candidates shall be placed before a Screening Committee to be constituted with the approval of DG, DGTR. The Screening Committee will shortlist the applicants/candidates based on the guidelines of this Directorate to be called for interview. If the Directorate so decides, a written test may be conducted during the selection process.
- iii. The recommended panel of such shortlisted candidates will be placed before the Selection Committee to be constituted with the approval of DG, DGTR.
- iv. The Selection Committee shall recommend candidates on the basis of marking scheme decided by the Selection Committee.
- v. The Selection Committee shall recommend candidates against vacancies and prepare a reserved/waiting list with validity of one year from the date of such recommendation.
- vi. Written test will not be conducted for candidates listed in Pratibha Setu Portal of UPSC (<https://upsconline.nic.in/miscellaneous/pdoiact/>). They shall be directly called for interview based on their eligibility as per this Directorate's guidelines, as amended from time to time, and as per decisions taken in the Department in this regard.

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6. Training:

After joining, the Independent Consultants have to undergo an induction training, if they have not been engaged previously by DoC/DGTR.

7. Terms of Reference (TOR):

The contract will contain the detailed terms of reference describing the work to be performed by the Independent Consultant. The term of reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, result-based and time-bound.

8. Payment:

- i. The Independent Consultants will be paid monthly remuneration within 7 days after completion of the month based on the biometric attendance registered by the Independent Consultants subject to receipt of work/performance certificate by their controlling/reporting officer.
- ii. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at the source before effecting the payment, for which DGTR will issue TDS certificate.
- iii. Independent Consultants shall be liable to pay Good and Services Tax, as applicable. DGTR undertake no liability for taxes or other contribution payable by the Independent Consultant on payment made under this contract.

9. Working Hours and Leave:

- i. Working Hours shall normally be from 9:30 AM to 6:00 PM (8.5 hours) during working days including half an hour lunch break in between. However, in exigencies of work, Independent Consultants may be required to sit late and may be called on Saturday/ Sunday and other holidays also.
- ii. Independent Consultants will be eligible for leave at the rate of 1.5 days for each completed month (not exceeding 18 days per year) with the prior written approval of their reporting/controlling officer. Un-availed leave cannot be carried forward to the next year. The year so will be counted from the date of joining of ICs. Further, leave up to one month can be considered without remuneration with the prior approval. However, in exceptional cases like need for professional development, training etc., this condition may be relaxed with the approval of DG, DGTR subject to official exigencies.
- iii. Deduction of remuneration/leave (as applicable) for the deficiency/shortage in working hours will be made.
- iv. The women Independent Consultants may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No. S-36017/03/2015-SS-I dated 12th April, 2017.

10. Termination:

- i. The engagement can be terminated at any time by the Directorate by giving 30 days' notice or payment in lieu thereof. Similarly, the Independent Consultant may also resign after giving notice for a similar period or payment in lieu thereof.
- ii. An Individual Consultant, who is currently working in DoC/DGTR, should he/she is selected for higher position of independent consultant in DGTR under the guidelines dated 06.04.2023, such Independent Consultant would not be required to give such

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notice/payment.

- iii. The Directorate reserves the right to terminate any Independent Consultant at any stage in event of a serious failure to perform the task assigned or of failure to observe any standards of conduct.

11. Title Rights, Copyrights, Patents and Other Proprietary Rights:

- i. Title to any equipment and supplies that may be furnished by DGTR to the Independent Consultant for the performance of any obligations under the Contract shall rest with DGTR, and any such equipment shall be returned to DGTR at the conclusion of the contract or when no longer needed by Independent Consultant. Such equipment, when returned to DGTR, shall be in the same condition as when delivered to the Independent Consultant. He / She shall be liable to compensate for any damage or degradation of the equipment beyond normal wear and tear.
- ii. DGTR shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Independent Consultant has developed for DGTR under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Independent Consultant acknowledges and agrees that such products, documents and other materials constitute works made for hire for DGTR. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Independent Consultant under the contract shall be the property of DGTR, and shall be made available for use or inspection by DGTR at reasonable times and in reasonable places, and shall be treated as confidential and shall be delivered only to DGTR's authorized officials on completion of work under the Contract.

12. Force Majeure and other Conditions:

- i. Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Independent Consultants.
- ii. The Independent Consultant acknowledges and agrees that, with respect to any obligations under the Contract that the Independent Consultant must perform in or for any areas in which DGTR is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the contract.

13. Audit and Investigations:

Each invoice paid by DGTR shall be subject to a post-payment audit by auditors, whether internal or external, of DGTR or by other authorized and qualified agents of DGTR at any time during the term of the Contract and for a period of two (2) years following the expiration or prior termination of the Contract. DGTR shall be entitled to a refund from the Independent Consultant for any amounts shown by such audits to have been paid by DGTR other than in accordance with the terms and conditions of the Contract. The Independent Consultant acknowledges and agrees that, from time to time, DGTR may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the contract, and the operations of the Independent Consultant generally relating to performance of the Contract. The right of DGTR to conduct an

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investigation and the Independent Consultant's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Independent Consultant shall extend full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Independent Consultant's obligation to make available his/her personal and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to DGTR access to the Independent Consultant's premises at reasonable times and on reasonable conditions in connection with such access to the Independent Consultant's personal and relevant documentation.

14. Settlement of Disputes:

DGTR and the Independent Consultant shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

15. Arbitration:

Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to DG, DGTR for arbitration. The DG, DGTR may appoint an arbitrator for the settlement of such dispute/controversy.

16. Conflict of Interest:

The Independent 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 the Independent Consultant are not found satisfactory or found in conflict with the interests of the DGTR/ Government of India, his / her services will be liable for discontinuation without assigning any reason.

17. General terms and conditions:

- i. The Independent Consultant shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of his/her obligations under the Contract, as well as for arranging, at the Independent Consultant's sole expense, such life, health and other forms of insurance as the Independent Consultant may consider to be appropriate to cover the period during which the Independent Consultant provides services under the Contract.
- ii. The engagement as Independent Consultant is subject to verification of documents related to educational qualification and experience. If any information / documents submitted by Independent Consultant are found false/ wrong at any stage, his / her engagement will be terminated immediately and appropriate action will be taken against him / her as per rules.
- iii. Independent Consultant will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information / data that come to their notice during the period of their engagement as 'Young Professional / Associate / Consultant / Senior Consultant' in the Department. All such information / records / papers / software / emails etc. will be property of Government of India.
- iv. The nature of engagement with the DGTR involves acquiring, sharing, and transmission of confidential, critical and sensitive information pertaining to the sovereignty, integrity, security and interest of India and a matter of national importance. Such information is also governed by the provisions of the Official Secrets Act, 1923 as amended from time to time. Any disclosure, reproduction, publication, usage, show or otherwise communication of such documents and/or information to any person not expressly authorized by the DGTR would amount to wrongful communication and/or spying under the Official Secrets Act,

R Singh
08/07/26

1923 as amended from time to time, which is a punishable offence having both civil and criminal consequences. The Independent Consultant shall not, except with the previous sanction of DGTR or in bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to her by DGTR.

- v. In the event of Independent Consultant leaving or resigning from the service of the DGTR or engagement is terminated by the DGTR, Independent Consultant shall not directly or indirectly engage himself/ herself or be associated with any person, organization, consulates, or diplomatic offices of any country etc. with which they while being engaged by the DGTR was directly/indirectly entrusted with the responsibilities or information of assisting/representing the DGTR in matters relating to trade policy, trade remedy investigations including anti-dumping duties, countervailing duties and safeguard measures, trade defence, multilateral and bilateral commercial relation, special economic zones, state trading, export promotion and trade facilitation, and development and regulation of certain export oriented industries and commodities, and any other similar duties for the period of two years from the date of their leaving, resignation, or termination, as the case may be.
- vi. The Independent Consultant shall not advertise or otherwise make public for the purpose of commercial advantage that it has contractual relationship with DGTR. He / she shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or DGTR or any abbreviation of the name of DGTR, in connection with business or otherwise without the prior written permission of the competent authority of the DGTR.
- vii. The Independent Consultant shall expect to conduct himself/ herself in accordance with the rules and regulations of the Government of India. He / she will demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his / her duties. In case his / her services are not found satisfactory or found to be in conflict with the interest of the Government of India, his / her services will be terminated forthwith, without any notice period or compensation.
- viii. In General, the Independent Consultant shall neither seek nor accept instructions from any authority external to DGTR in connection with the performance of his/her obligations under the Contract. The Independent Consultant shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of DGTR, and the Independent Consultant shall perform its obligations under the Contract with the fullest regard to the interest of DGTR. The Independent Consultant warrants that he/she has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of DGTR. He / she shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his/her obligations under the Contract. In the performance of the Contract, the Independent Consultant shall comply with the general standards of Conduct. Failure to the same is sufficient ground for termination of the Independent Consultant for cause.
- ix. Prohibition of Sexual Exploitation and Abuse: In the performance of the Contract, the Independent Consultant shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".
- x. The Independent Consultant acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of DGTR to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.
- xi. In the unfortunate event of the death, injury or illness while serving DGTR, the Independent

R Singh
08/07/26

- Consultant or the next of kin shall not be entitled to any compensation or Appointment.
- xii. The Independent Consultant will be required to submit a medical-cum-fitness certificate issued by any authorized Medical Practitioner prior to engagement. A Consultant, who is engaged in DoC/DGTR, would not be required to submit such certificate should he/she get selected under the present guidelines.
 - xiii. Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of Individual Consultant shall cease to exist with immediate effect without any notice. A Consultant, who is engaged in DoC/DGTR, would not be required to submit such report should he/she get selected under the present guidelines.
 - xiv. The period of engagement would commence from the date of joining the DGTR.
 - xv. The period of engagement as Independent Consultant will not confer any claim or right for subsequent engagement/ employment with DGTR or any other Government Department at a later date.
 - xvi. The DG, DGTR is the Competent Authority to relax any of the provisions of these guidelines.

18. Young Professional/Consultant Grade-I already working in DGTR desirous to avail the benefits of revised scheme will have to apply as a fresh candidate and undergo the selection process for the purpose.

19. This issues with the concurrence of IFD, DoC vide its Diary No.52/IFD/2026 dated 26.05.2026 and with the approval of Commerce Secretary.


08/07/26
(Rampal Singh)

Under Secretary to the Government of India
Tel. No.:- 011-23408712
Email ID:- us11-dgtr@gov.in

To

- i. Deputy Secretary (E-II), Department of Commerce;
- ii. Pay and Accounts Officer, Central Pay & Accounts Office, Department of Commerce, Ministry of Commerce & Industry;
- iii. Section Officer/DDO, DGTR
- iv. Website of DoC and DGTR