

P-71012/4/2026-IT Section
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry and Internal Trade

Engagement of six Technical Support Staff (03 Technical Support Engineers for e-Office operations and 03 Network Engineers for Network and System Support) in Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry on contract basis

Department for Promotion of Industry and Internal Trade (DPIIT) invites applications from eligible candidates for engaging 06 Technical Support Staff (03 Technical Support Engineers for e-Office operations and 03 Network Engineers for Network and System Support) on contract basis. The criteria for engagement is as under :

A. Essential Qualification : BCA , B.Sc.(CS/IT) - Weightage : 30%

B. Experience : Weightage - 40%

(a) For Technical Support Staff for Networking (NFO) - Minimum 5 years' experience in networking in Central Government offices.

(b) For Technical Support Staff for e-Office - Minimum 7 years' experience in e-Office in Central Government offices.

C. Interview: Weightage : 30%

D. Age: Maximum age should not be more than 40 years on the date of closing of application.

E. Selection Procedure :

(i) Only 50 applications will be shortlisted for Interview based on the Qualification and Experience Criteria

(ii) The marks will be as follows :

I. Qualification	Marks
Essential Qualification : (BCA, BSC(CS/IT)	28
Desirable Qualification : (MCA/M.sc/B.Tech (CS/IT)	29
Desirable Qualification : (M.Tech(CS/IT)	30

II. Experience			
	Marks for 5-7 Years	Marks for 7-9 Years	Marks for above 9 Years
Experience (For technical Support for Networking)	30	35	40
Experience (For technical Support for E-Office)	-	35	40
III. Interview			
Marks			30

F. Tenure of Technical Support Staff :

Initially appointment for the Technical Support Staff will be for one year which may be extendable up to three years, subject to satisfactory performance certificate given by the supervising authority every year.

G. Remuneration :

Initial salary will be Rs. 66,000/- per month which will be increased @10% every year if the tenure of the employee is extended.

H. Working Hours & Leave:

Working hours shall normally be from 9 AM to 5.30 PM during the working days. However, in the exigencies of work, Technical Support Staff may be required to sit late and may be asked to attend office on Saturdays/Sundays and other holidays also. Further, Technical Support Staff may be granted paid leave at the rate of 1.5 days for each completed month. Accumulation of leave beyond calendar year may not be allowed.

Moreover, the absence up to one month for any valid reason may be considered without remuneration. In exceptional cases like need for professional development, training etc, this condition may be relaxed with the approval of Secretary DPIIT, subject to official exigencies. Apart from this, the women staff may be considered for grant of maternity leave for a period of maximum 26 weeks as per Maternity Benefit Amendment Act, 2017.

I. Continuous leave/absence from engagement

In case the employee proceeds on leave without approval of the reporting officer or extends his/her leave without the consent/ approval of the reporting officer or absents himself/ herself without any intimation/ approval and fails to provide satisfactory justification, a review of the continuation of his service may be initiated. However, further opportunity may also be given while reviewing, to the employee to present his explanation within the specified time limit before a final decision is made.

J. Confidential Nature of Documents and Information

Technical Support Staff may be governed by the Official Secrets Act, 1923, as amended from time to time and may not disclose any information/data acquired by them during their engagement to any unauthorized person(s) in the Department. Technical Support Staff, may not, except with the previous sanction of DPIIT, or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast, social media or contribute an article or write a letter to any newspaper(s) 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 pertains to official business of Ministry of Commerce and Industry and its Departments.

K. Document verification

The engagement will be purely provisional and subject to the verification of original documents, educational certificates, identity proofs, and background checks. If any information, declaration, or document provided by the candidate is found to be false, incorrect, or fabricated at any stage of the engagement process or thereafter, the candidature will be canceled immediately, and services will be terminated without notice.

L. Use of Name, Emblem or Official Seal of the DPIIT:

Individual Technical Support Staff may not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with DPIIT. Technical Support Staff may not, in any manner whatsoever, use the

name, emblem or official seal of the Government of India or DPIIT or any abbreviation of the name of DPIIT, in connection with its business or otherwise without the prior written permission of DPIIT.

M. Conflict of Interest:

The Technical Support Staff may be expected to conduct themselves in accordance with the rules and regulations of the Government of India. He/She may be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his/her duties. In case the services of the Technical Support Staff are not found satisfactory or found in conflict with the interest of the DPIIT/Government of India, his/her services can be terminated forthwith without any notice.

N. Death, Injury or Illness during travel, service in DPIIT:

In the event of the death, injury or illness of the individual YP which is attributable to the performance of services on behalf of DPIIT under the terms of the contract while the individual Technical Support Staff is travelling at DPIIT expense or is performing any services under the contract in any offices or premises of DPIIT or Government of India, the individual Technical Support Staff or the individual Technical Support Staff's dependents, as appropriate may not be entitled to any compensation.

O. Medical examination and Police Verification:

All selected Technical Support Staffs shall be required to submit Police verification and medical examination report from any authorized Medical Practitioner before their engagement. However, in the event of urgent requirement they may be engaged immediately upon their availability, subject to submission of police verification report within a period of 02 months after engagement.

P. Claim of subsequent employment :

The period of engagement as Technical Support Staff may not confer any claim or right for subsequent engagement/employment with Department for Promotion of Industry and Internal Trade or any other Govt. Department at a later date.

Q. Relaxation:

Where Secretary, DPIIT is of the opinion that it is necessary or practical so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions.

R. Termination:

Engagement of Technical Support Staff may be terminated at any time by the Govt. without assigning any reason by giving 15 Days notice or pay in lieu thereof. Similarly Technical Support Staff s may also disengage after giving notice of similar period or pay in lieu thereof.

2. Candidates are advised to read the aforementioned general guidelines before applying for the posts. If any of the information/documents furnished by the candidate in his/her application form is found to be incorrect during documents verification or at any other stage, the candidature/appointment of such candidate is liable to be cancelled without assigning any reason and appropriate action against such candidate will be taken as per the extant rules.
3. Interested and eligible candidates can apply by filling up complete and correct particulars in the attached form (ANNEXURE) and forward the same alongwith the relevant documents either by post addressed to **Shri Madan Chaurasia, Director (IT), Room No. 148, First Floor, Vanijya Bhawan, New Delhi – 110001 or through email at Email Id: directorestt-dpiit[at]gov[dot]in.** Applications must accompany the supporting educational and experience related self-attested documents.
4. The Department reserves the right to reject any application without assigning any reason for it and also revise Terms and Conditions of engagement of Technical Support Staff.
5. If any dispute arises during the selection process or afterwards the decision of the Department will be final.
6. Last date for submission of the application is **08.07.2026 (Wednesday) till 05:30 PM only.** Applications received after due date and time or incomplete applications shall not be considered.

(Bipin Kumar)

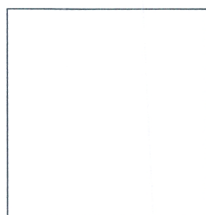
Under Secretary to the Govt. of India

Email : bipin.kumar83@nic.in

Tel : 23038945

ANNEXURE

Applicant Details for the post of Technical Support Staff



Photograph of the Applicant

1	Name of the Applicant	
2	Father's name	
3	Mother's Name	
4	Date of Birth	
5	Residential/Permanent Address	
6	Email and Contact Number	
7	Nature of present employment, if any	
8	Position for which applying (e-Office Support or Network Support)	
9	Education Qualification and aggregate marks in percentage. (in case of CGPA, convert the same in % format)	[Enclose self-attested supporting documents]
10	Work Experience (also mention exact length of Central Govt. Office experience)	[Enclose self-attested supporting documents]

Signature of the applicant.....

Date.....