No. 8(1)/2025-SSS (E-207553)
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade
(Special Scheme Section)
*****

Vanijya Bhawan, New Delhi
Dated: 23th November 2026

Subject: Advertisement for Contractual Engagement of 01 Junior Consultant in Special Scheme Section in DPIIT – reg.

DPIIT invites applications from eligible qualified professionals for engagement of one (01) Junior Consultant with relevant experience in the specific domain areas purely on contract basis for a period of 03 years on full time basis for working in the Special Scheme Section, DPIIT. Interested and eligible candidates are requested to apply online within 21 days of the issue of this advertisement, i.e. latest by **14th December, 2026.**

2. Designation, number of positions, essential educational qualifications and relevant work experience criteria along with consolidated remuneration are given below:

S. No.	Designation	No. of Position	Qualifications and Experience Criteria	Remuneration (Per month)
1.	Junior Consultant	01	**Educational Qualification:** Master's Degree in Economics or MBA Degree (preferably in Finance/Economics/Public Policy) from a reputed and recognized University or Institution. **Experience:** **Essential - Minimum 3 years of post-qualification experience** in the following areas: • Handling **financial and accounting matters** in accordance with relevant **Government of India rules and regulations.** • Working with procedures and processes as per **GFR (General Financial Rules), DFPR (Delegation of Financial Powers Rules)** etc.	Rs. 0.6 -1.00 Lakhs (Based on suitability and experience of candidate.)

			• Proficiency in working on **e-Office such as Noting and Drafting, MS Office including Advance MS-Excel, PFMS Portal, GeM Portal** etc. • Experience in formulating, monitoring, and implementing Central Sector Schemes/Policies of the Government of India including database monitoring and record maintenance of schemes, examination of claim applications etc • Demonstrated ability in preparing critical Government documents such as: • Pre-budget memoranda, • Budget estimates, • Outcome-Oriented Monitoring Framework (OOMF), • EFC/Cabinet Notes, and • RFPs related to schemes/policies. • Drafting replies to Audit Paras • RTI and Public Grievance replies • Proficiency in evaluating project proposals including Detailed Project Reports (DPRs) and Bank Appraisal Reports (BARs) for obtaining administrative and financial approvals. • Experience in processing financial incentive claims under Central Government Schemes. • Experience in coordinating with MeitY, Line Ministries, DoNER, and NITI Aayog for initiatives like DGQI rankings and portal-based monitoring systems. **Desirable –** • Work experience in dealing with Court matters related to Govt. Schemes / policies etc. ***As per Guidelines relaxation on work experience of candidate may be given provided on fulfilling special criteria and experience of working in similar domain.***	

3. **Age Limit:** Below 35 years of age as on date of closing of application.

4. Interested and eligible candidates may mail duly filled application forms in the prescribed format (**Annexure I**) along with their CV and self-attested copy of relevant documents to email-id: sss.dpiit@gov.in and manbir.singh91@gov.in with the subject line "**Application for engagement as Junior Consultant in Special Scheme Section, DPIIT in Special Scheme Section, DPIIT**" within 21 days of the issue of this advertisement, i.e. latest by **14th December, 2026.**

5. Terms and Conditions for the appointment are attached as **Annexure - II.**

(Manash Kumar Roy)
Under Secretary to the Govt. of India
Email: manash.roy@nic.in

Annexure-I

Proforma for application for engagement as Junior Consultant in Special Scheme Section, DPIIT

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

1. **Position Applied For: Junior Consultant.**

2. **Personal Details:**

Name	
Father's Name	
Mother's Name	
Date of Birth	
Correspondence Address	
Permanent Address	
E-mail	
Mobile Number	

3. **Educational Qualification (12th 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.

4. Work Experience (Please mention only relevant experience as per advertisement and attach self-attested copies):

Sl. no.	**Organization/ Institution**	**Period**		**Nature of work done**	**Salary drawn (per month)**	**Remarks**
		From	To			

5. Any other relevant information that the candidate 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 in DPIIT.

Place :

Date :

(Signature)

Annexure - II

Terms and Conditions

i. **The Terms and Conditions of the engagement would be in accordance with DPIIT Guidelines issued vide No. A-64011/04/2021/Estt-G dated 16.06.2025 as amended vide No. A-64011/04/2021/Estt-(G) dated 11.07.2025.**

ii. **The period of the contractual engagement is 03 years.** Continuation of engaged Junior Consultant beyond 3 years for up to additional 2 years will be considered on case-to-case basis by Competent Authority in the Department. Candidate will have no right whatsoever to demand extension after completion of the initial tenure.

iii. Performance based annual increment may be granted after completion of a year, subject to approval of competent authority.

iv. The applicants must submit the application, complete in all aspects in the prescribed Application Proforma through **email only** within 21 days of the issue of this advertisement, i.e. latest by **14th December 2026. No other means of submission of applications will be entertained.**

v. All the applications shall be screened for qualification and completeness. Applications incomplete in any respect shall be summarily rejected and no communication will be made in this regard.

vi. Complete applications shall be shortlisted for calling suitable candidates for interview, which would be held in **Physical Mode in Delhi**. Not all applicants may be called for Interview.

vii. No TA/DA shall be paid to candidates for attending the Interview

viii. All the candidates shortlisted 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. Selection of the candidates shall be made on the basis of performance and qualitative assessment done during Interviews taken by the Consultancy Evaluation Committee.

x. This is purely a contractual engagement on specific requirements/project basis as per agreed terms and conditions.

xi. 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.

xii. DPIIT reserves its right **NOT TO ENGAGE** any person in response to this Notification.

xiii. DPIIT can cancel the appointment at any time without providing any reason for it. However, in 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 DPIIT.

xiv. 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.

xv. 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.

xvi. The location of work will be New Delhi.

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