

**F. No. E-19014/19/2026-Economic Division**

Government of India  
Ministry of Food Processing Industries  
Panchsheel Bhawan, August Kranti Marg,  
New Delhi-110049

Dated: 16.09.2026

**NOTICE**

**SUBJECT: Engagement of 01 Trade Consultant on contract basis in the Ministry of Food Processing Industries—reg.**

The Ministry of Food Processing Industries (MoFPI) invites application from interested and eligible applicants for engagement of Trade Consultants on contract basis for a period of 11 months.

2. The detailed terms of engagement, eligibility conditions, and mode of application are available on the Ministry's website at <https://www.mofpi.gov.in/en/careers>.

3. The application duly filled in and complete in all respects may be sent through e-mail on or before 08.10.2026. The self- attested documents may be sent to-

Shri Sandip Kote, Director  
Panchsheel Bhawan,  
August Kranti Marg, New Delhi -110049  
Tel No. 26406528  
E-mail: [sandip.kote@gov.in](mailto:sandip.kote@gov.in)

4. Any application received after the prescribed date will not be entertained.



Director to the Government of India  
Tel. No.: 011-26406528  
Email Id: [sandip.kote@gov.in](mailto:sandip.kote@gov.in)

Ministry of Food Processing Industries  
Panchsheel Bhawan, August Kranti Marg,  
New Delhi-110049  
Dated: 16.09.2026

**Subject: Engagement of 01 Trade Consultant on contract basis in the Ministry of Food Processing Industries—reg.**

The **Ministry of Food Processing Industries (MoFPI)** invites applications from qualified and experienced professionals for the engagement of one **Trade Consultant** on a contract basis in the Ministry. Only candidates meeting the prescribed qualifications and experience criteria will be considered. Email ([sandip.kote@gov.in](mailto:sandip.kote@gov.in) and [anu.verma@nic.in](mailto:anu.verma@nic.in)) shall be the mandatory and exclusive mode of communication between the department and applicants. Applications must be submitted in the format provided in **Annexure-I**. Please note that any other format will not be considered. Ministry shall be the final authority, if any question arises regarding interpretation of terms and conditions of engagement.

**1. Eligibility:**

**1.1 Qualifications:**

| S.No. | Position         | Qualification                                                                                                                        | Relevant Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Salary per Month | Other conditions:                                                                                                                                                                                                |
|-------|------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Trade Consultant | Postgraduate degree in Economics (mandatory) with specialization in International Trade (desirable) or MBA in International Business | <ul style="list-style-type: none"><li>Minimum 3 year of work experience in trade analysis with experience in:<ul style="list-style-type: none"><li>-Tableau or other visualization tools</li><li>-Proficiency in spread sheets etc.</li></ul></li><li>Two Years in Govt. Department in International Trade policy related to agri-food products on FTAs, Other Bilateral/multilateral negotiation relating Trade, WTO issues, any other trade policy/taxation issue.</li></ul> | ₹<br>1,10,000/-  | <ul style="list-style-type: none"><li>Relevant experience in engagement with multilateral bodies like World Bank, ADB, FAO etc.</li><li>The period of engagement to be 11 months from date of joining.</li></ul> |

**1.2 Other Attributes:** Candidate should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. He should also possess strong communication and interpersonal skills.

**1.3 Age Limit:** The maximum age limit for applicants is 40 years, with the date of this notice being the cutoff for calculating age.

## **2. Remuneration and Allowances:**

**2.1 Remuneration:** As mentioned above.

### **2.2 TA/DA:**

**2.2.1.** No TA/DA shall be admissible for joining the assignment or on its completion.

**2.2.2.** No TA/DA shall be payable for attending the interviews/written test or both as the case may be.

**2.2.3.** Other Allowances: No other allowances/facilities such as DA, accommodation, residential phone/mobile, conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Consultant.

**2.2.4.** Tax Deduction at Sources (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.

**3. Place of Posting:** Consultant shall be engaged in Ministry of Food Processing Industries, New Delhi.

**4. Scope of Work/ Terms of Reference (ToR)/ Deliverables:** The trade consultant will be responsible for handling time bound work related to the analysis of data and providing inputs/ comments wrt processed food products for the FTA negotiations, co-ordinate with World Bank and the ADB wrt studies and ongoing projects/ technical co-ordination, etc. The further details of the deliverables are as below:

**4.1** Create a database of India's trade flows for all agri-food products (administered by Ministry of Food Processing Industries) at HS 8 digit, along with bound and applied rates.

**4.1.1** Analyze the database/data set to capture broad export trends, conduct competitiveness analysis of India's agri-food products for exports and identify the tariff lines with: (i) high export growth and (ii) other products having export potential.

**4.1.2** Analyze the database/data set to capture broad import trends, conduct an analysis of vulnerability of India's agri-food products from imports and identify the products/tariff lines with imports threat that would require duty protection on account of livelihood and food security.

**4.2** Create a database/data set (need not to maintain database in any electronic portal) of trade flows with respect to various countries and group of countries forming trade blocks such as European Union, ASEAN and the like. The data base will have export and import (value and

quantity) of trading block/ country with the world and India along with bound and applied rate. HS 8 digit classification of agri-food products of India will be harmonized with HS 8 digit of the trading block/ specific country for the entire data base.

**4.2.1** Analyze the database to capture broad export trends, conduct competitiveness analysis of India's agri-food products for exports and identify the products/tariff lines with export potential in trading block/country.

**4.2.2** Identify the tariff lines that would require reduction in the existing tariff of the partner trading block/country (for drawing up the request list in FTA/CECA/CEPA negotiations).

**4.2.3** Identify the tariff lines/products where tariff concession can be offered by India to the trading block/country, indicating the extent of concession, along with reason (for drawing up the offer list in FTA negotiations).

**4.2.4** SPS and other Non-Tariff Barriers (NTB's) which Indian products are subject to in the destination countries will be identified.

**4.2.5** For the concluded FTA's: An analysis of duty concessions granted under each existing FTA for the agri-food products by India and by partner country and their impact on trade flows, will be carried out.

**4.3** The data generated need to be continuously updated and analyzed on ongoing basis and should have search/query features.

**4.4** In addition to above, the consultant will be required to provide inputs on issues relating to agri-food in World Trade Organization (WTO), other bilateral negotiations relating to trade and any other trade related issue.

**4.5** Furthermore, the consultant will be required to arrange the meetings, prepare draft concept paper, consultation with various stakeholders with respect to work related to multilateral bodies like World Bank, ADB, FAO etc.

**5. Period of Engagement:** For a period of 11 months from the date of joining.

**6. Leave:** Leave of 8 days shall be allowed in a year on pro-rata basis. The leaves shall accrue to them on completed month basis calculated from the date of joining on pro-rata basis.

**7. Attendance & Working days:**

**7.1.** The working hours of the consultant shall be same as regular Government employees working in MoFPI. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays, if warranted under any extra ordinary situation/requirement. Compensatory leave in such cases shall be at the discretion of the AS/JS/EA of the concerned division.

**7.2.** The attendance shall be marked in the Biometric system by the consultant.

**7.3.** A consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).

**8. Service Condition:** The consultant shall not, except with the previous sanction of Ministry of Food Processing Industries, in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymously, in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this CONSULTANT assignment.

## **9. Confidentiality and Secrecy:**

**9.1.** During the period of assignment with Ministry of Food Processing Industries, the consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.

**9.2.** Selected candidates shall provide integrity certificates from 2 references known to them.

**9.3.** A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.

## **10. Termination of Consultancy and requirement of notice:**

**10.1.** In case a professional wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Secretary (MoFPI) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.

**10.2.** MoFPI shall have powers to terminate the consultancy period at any time without assigning any reason, with the approval of the Secretary (MoFPI).

**10.3.** Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

## **11. Selection Procedure:**

**11.1.** All the applications received will be scrutinized by a Committee opting members from the Ministry and data of eligibility of candidates will be tabulated. Scrutiny Committee will be headed by a JS level officer of MoFPI. The scrutinized/shortlisted applicant will be called for personal interview at MoFPI, Panchsheel Bhawan, New Delhi before a Selection Committee headed by JS level officer. Direct interview will be held if number of shortlisted candidates remain up to 30 numbers.

**11.2.** If more than 30 applications will be received, candidates will be shortlisted based on their experience by the scrutiny committee and the shortlisted candidates will be called for written test/interview. The weightage of written test and interview will be in the ratio 70:30.



Director to the Govt. of India  
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## Annexure-1

### Format for Application

Self-Attested Photo

I. Name:

II. Father's Name:

III. Date of Birth

IV. Address for Correspondence:

V. Permanent Address:

VI. Contact No.:

Landline:

Mobile:

VII. Email: (it is mandatory to provide email id)

VIII. Academic Qualification (In reverse order, starting from the latest)\*:

| SR.<br>NO. | Degree | Year | Subject | University/Institution | Class/Division | Any<br>Institute | other |
|------------|--------|------|---------|------------------------|----------------|------------------|-------|
|------------|--------|------|---------|------------------------|----------------|------------------|-------|

\*Attach Self attested certificates.

IX. Professional Qualification (In reverse order, starting from the latest):

| SR.<br>NO. | Degree | Year | Subject | University/Institution | Class/Division |
|------------|--------|------|---------|------------------------|----------------|
|------------|--------|------|---------|------------------------|----------------|

\*Attach Separate copy if required.

X. List of relevant technical and academic publications:

XI. Relevant experience:

- No. of total years of experience and name of organizations.
- Year-wise tasks of similar nature carried out during last three years.
- Relevant experience of working for Govt Bodies.
- Works of similar nature in hand and the expected date of completion
- A short note on your suitability for the post.

XII. Whether agreed to the terms and conditions indicated in the circular to which the proforma is annexed? (Your answer must be Yes or No, otherwise application will be liable for rejection)

Name & Signature of the applicant

Date:

Place:

Note: - All documents must be self-attested.