

# उत्तर प्रदेश निर्यात संवर्धन परिषद

## Uttar Pradesh Export Promotion Council

(Set up by Department of MSME & Export Promotion, GoUP)  
**Regd. Office:** Niryat Bhawan, 8 Cantt. Road Qaiserbagh, Lucknow 226001  
Ph. No. 0522-2971253  
email: upepclko@gmail.com website: www.upepc.org  
CIN: U74999UP2016NPL087618

Notification No. 259/UPEPC/Hiring/2023-24

Date: 28/11/2023

### **Advertisement for Consultant and Associates**

Uttar Pradesh Export Promotion Council (UPEPC) invites applications in the prescribed proforma (as per Annexure I) from eligible candidates to work as Consultant and Associates under the project “Doubling the exports from Uttar Pradesh by FY 2026-27”, as per details given below:

#### **For Consultant**

<b>1. Name of the Post</b>	<b>Consultant</b>
<b>2. Period</b>	For eleven (11) months subject to extension of consultancy period for maximum of two terms of 11 months each. The enhancement of 10% in consultancy fee on each extension could be considered subject to satisfactory rendering of services to the Council. The hiring would be totally contractual. The contract could be terminated by serving one month’s prior notice by either side.
<b>3. Nature Of Duties</b>	<p>The selected Consultant would be required to work as expert in the area of foreign trade development e.g. preparation of roadmap/ implementation plan of export promotion of goods and services for UP, preparing strategies, research and analysis of relevant data, planning and execution of export promotion activities etc. Their responsibilities would be broadly but not limited to as follows:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Preparation of product profiles, sector profiles and market profiles as per requirement.</li><li><input type="checkbox"/> Building a statistical database and provide data on the exports and imports of the country as well as other relevant international trade data. Undertake preparation of export related monthly analytical reports and notes as directed by the Council/as per department’s need.</li><li><input type="checkbox"/> Analyzing availability and adequacy of existing export infrastructure in the state. Provide suggestions for future development plans.</li><li><input type="checkbox"/> Their duties will entail regular guidance, supervision of</li></ul>

		<p>work assigned to team, specifically formed for the purpose, reporting to controlling officer and providing knowledge-based inputs as and when required.</p> <p><input type="checkbox"/> Assist, engage and collaborate with officers at UPEPC in developing and drafting policy proposals by providing inputs on recent trade agreements, trends in International trade and SPS-TBT measures.</p> <p><input type="checkbox"/> Develop a monthly trade guide for exporters to disseminate export related information on the basis of review of developments taking place in international business ecosystem, provide analysis and suggestions to counter/leverage them on a monthly basis.</p> <p><input type="checkbox"/> To assist in managing an exporters helpdesk for registering issues and challenges of exporters and drafting response for queries raised by them.</p> <p><input type="checkbox"/> They could be required to attend seminars and conferences as and when instructed.</p>
4.	<b>Job Location</b>	Office of UPEPC, Lucknow
5.	<b>Essential Qualifications</b>	MBA/ Masters in Economics with minimum 60% from a recognized University/ Institute in India or abroad
6.	<b>Experience</b>	<ul style="list-style-type: none"> <li>● At least 4 years experience of working in relevant field as a junior/mid level consultant with reputed organization as on 1st April 2023.</li> <li>● Should have completed at least two years on any project in export development domain.</li> </ul>
7.	<b>Preferential Qualifications</b>	<ul style="list-style-type: none"> <li>● Masters Degree in International Trade</li> <li>● Experience of working in the field of international trade in reputed university, publication, think-tank or research organization.</li> <li>● Previous experience of handling issues relating to Foreign Trade promotion and other relevant areas.</li> </ul>
8.	<b>Age Limit</b>	The candidate should not be above 45 years as on 1 <sup>st</sup> July 2023.
9.	<b>Remuneration &amp; Entitlements</b>	<ul style="list-style-type: none"> <li>● The Consultant will be paid an all-inclusive monthly remuneration of Rs. 100000/- (Rs. One Lac) subject to deduction of applicable taxes.</li> <li>● The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.</li> <li>● In case the Consultants are required to travel domestically as part of their duties, the Travel and other allowances would be</li> </ul>

		<p>provided as per policy of UPEPC.</p> <ul style="list-style-type: none"> <li>● Those selected are required to enter into a contract as per proforma at annexure II w.e.f. the actual date of engagement as Consultant.</li> </ul>
<b>10.</b>	<b>Leave</b>	<ul style="list-style-type: none"> <li>● Selected consultant shall get 12 days leave during tenure of engagement.</li> </ul>
<b>11.</b>	<b>How to apply</b>	<ul style="list-style-type: none"> <li>● Interested applicants may submit application as per proforma on Annexure I. The non-refundable processing charges of Rs. 500/- would have to be deposited in the following bank account through NEFT alongwith application-  <b>Name of Beneficiary:</b> Uttar Pradesh Export Promotion Council  <b>Bank Name:</b> Bank of Baroda  <b>Branch:</b> Lucknow Cantt. Road  <b>A/C No.:</b> 28100100012615  <b>IFSC Code:</b> BARB0LCANBS</li> <li>● The envelope containing the applicants' details as mentioned above should be clearly labelled "Application for the post of Consultant in UPEPC" and addressed to:  <b>The Director,</b>  Uttar Pradesh Export Promotion Council  2nd Floor, Niryat Bhawan  8 Cantt. Road, Qaiserbagh  Lucknow 226001</li> <li>● UPEPC will review the applications and will shortlist candidates based on their qualification, experience etc., as it considers suitable. The short-listed candidates will be called for an interview.</li> <li>● The date, time and venue of the interview will be conveyed through email only.</li> <li>● No TA/DA will be payable to attend the interview.</li> <li>● The final selection will be based on their performance at the interview.</li> <li>● The decision of the UPEPC on selection of candidates will be final.</li> </ul>

**For Associates**

<b>1.</b>	<b>Name of the Post</b>	<b>Associates</b>
<b>2.</b>	<b>Period</b>	Initially eleven (11) months The contract may be extended further depending on assessment of performance and mutual willingness. The contract can be terminated by either side at any time by giving one month's prior notice.
<b>3.</b>	<b>Role and responsibilities</b>	Shall be broadly but not limited to as follows: i. Analyse data from various trade portals and present it as per the needs and requirements raised by the Council for Export forecast/ past trend scrutiny. ii. Assist UPEPC in preparing country market profiles, sector profiles and other reports as and when required. iii. Assist UPEPC in publishing its monthly newsletters iv. Track news, stories, and recent developments with respect to the global trade and document it accordingly. v. Provide networking support to existing/prospective exporters in reaching out to buyers/ importers, etc. vi. Assist, engage and collaborate with officers at UPEPC in developing and drafting policy proposals by providing inputs on recent trade agreements, trends in International trade and SPS-TBT measures. vii. Assist UPEPC in organizing export related seminars and conferences and preparing interactive presentations to create awareness on latest trends and export forecasts for member exporters to boost up their sale. viii. Assist UPEPC in reaching out to Indian Missions abroad for promotion of exports from the state. ix. Assistance for formulating an export development plan for MSME units x. Facilitate dialogue with foreign embassies and Indian missions in target markets for strengthening trade, organizing trade mission visits, etc. xi. Engage in field studies/ data collection as and when required by UPEPC. xii. Liaison with the field officers of Department of MSME & Export Promotion at district and zonal level/Industry Associations/Exporters Associations/Trade Bodies etc. in order to develop district specific strategies for export promotion in the state.

		<p>xiii. Assistance to existing/prospective exporters in obtaining export related licenses, certificates, etc. and in adhering to quality conformity with respect to target markets</p> <p>xiv. Information dissemination on policy interventions and other benefits provided by the government and on key compliance requirements for priority products of the district</p> <p>xv. Develop digital course material on export business.</p>
4.	<b>Job Location</b>	Office of UPEPC, Lucknow
5.	<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• The candidate must have an MBA degree with minimum 60% from a recognized University/ Institute.</li> <li>• The applicant should possess excellent computing skills and must be well-versed with data analysis and visualization tools such as excel, R, Stata, SPSS and Python among others.</li> </ul>
6.	<b>Experience</b>	<ul style="list-style-type: none"> <li>• 1 year work experience in relevant area.</li> </ul>
7.	<b>Preferential Qualifications</b>	<ul style="list-style-type: none"> <li>• Candidates having Masters degree in International trade from a recognized University/ Institute.</li> </ul>
8.	<b>Age Limit</b>	<ul style="list-style-type: none"> <li>• The candidate should not be above 30 years as on 1<sup>st</sup> July 2023.</li> </ul>
9.	<b>Remuneration &amp; Entitlements</b>	<ul style="list-style-type: none"> <li>• The Research Associates will be paid an all-inclusive monthly remuneration of Rs. 50000/- subject to deduction of applicable taxes.</li> <li>• The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.</li> <li>• In case the Associates are required to travel domestically as part of their duties, the Travel and other allowances would be provided as per policy of UPEPC.</li> <li>• Those selected are required to enter into a contract with the Council as per proforma at annexure II w.e.f. the actual date of appointment as Associate.</li> </ul>
10.	<b>Leave</b>	<ul style="list-style-type: none"> <li>• Selected Associates would be entitled to avail 12 days leave during tenure of their engagement.</li> </ul>
11.	<b>Obligations of the Associates</b>	<ul style="list-style-type: none"> <li>• Associates will be assigned specific topics of work by UPEPC and may be required to conduct research, prepare/write reports, analyze evolving developments or carry out any other task entrusted to them by UPEPC.</li> <li>• The work done for UPEPC during their tenure shall remain as intellectual property of UPEPC and Associates shall not use it without prior approval of UPEPC. The Associates shall maintain full confidentiality of any information relating to</li> </ul>

		UPEPC.
12.	<b>How to apply</b>	<ul style="list-style-type: none"> <li>● Interested applicants may submit application as per proforma at Annexure I. The non-refundable processing charges of Rs. 300/- will have to be deposited in the following bank account through NEFT along with application-  <b>Name of Beneficiary:</b> Uttar Pradesh Export Promotion Council  <b>Bank Name:</b> Bank of Baroda  <b>Branch:</b> Lucknow Cantt. Road  <b>A/C No.:</b> 28100100012615  <b>IFSC Code:</b> BARB0LCANBS</li> <li>● The envelope containing the applicants' details as mentioned above should be clearly labelled "Application for the post of Associates in UPEPC" and addressed to:  <b>The Director,</b>  Uttar Pradesh Export Promotion Council  2nd Floor, Niryat Bhawan  8 Cantt. Road, Qaiserbagh  Lucknow 226001</li> <li>● UPEPC will review the applications and will shortlist candidates based on their qualification, experience etc., as it considers suitable. <b>The short-listed candidates will be called for an interview.</b></li> <li>● The date, time and venue of the interview will be conveyed through email only.</li> <li>● No TA/DA will be payable to attend the interview.</li> <li>● The final selection will be based on their performance at the interview.</li> <li>● The decision of the UPEPC on selection of candidates will be final and binding.</li> </ul>

### **3. General Conditions**

1. UPEPC would reserve the right to devise its criteria for short listing the candidates for the mentioned positions. The duly constituted Screening Committee would shortlist the candidates adopting such criteria. Candidates should, therefore, mention in their resume all the qualifications and experience in the relevant area over and

above the minimum prescribed qualification and ensure that all details are complete and accurate.

2. The decision of the Council in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of interview would be final and binding on the candidates.
3. No interim correspondence or personal enquiries would be entertained by the council.
4. UPEPC solely reserves the right not to fill any or all the advertised positions without assigning any reason.
5. Addendum/deletion/corrigendum (if any) shall be posted on the UPEPC website only.
6. Canvassing of any nature and/or bringing any influence/pressure from any quarter would be treated as a disqualification for the post.
7. Correspondence, if any, from UPEPC including interview call letter of the short listed candidates should be sent to the e-mail ID provided by the candidate.
8. Candidates must attach self certified copies of supporting documents related to age, education and experience.

**The last date for receiving applications is 31<sup>st</sup> December 2023.** Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

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**APPLICATION PROFORMA**  
**FOR THE POST OF ..... IN**  
**UTTAR PRADESH EXPORT PROMOTION COUNCIL**

Paste your  
Passport size  
photograph here

1. Name in full (BLOCK LETTER) :
2. Date of Birth (in Christian Era) :
3. Gender :
4. Educational Qualifications (Matriculation onwards) :

S. No.	EXAMINATION	BOARD/UNIVERSITY	MARKS OBTAINED (%)

5. Complete Residential Address :
6. Mobile No. :
7. Email id :
8. Details of experience in the chronological order, if applicable (Enclose a separate sheet)

Department/ Institution/ organisation	Post held	From	To	Emoluments	Nature of duties performed



9. Details of courses /training programmes attended, if any :
10. Details of publication, if any
11. Languages Known :
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if needed.
13. Remarks:

( Signature of the Candidate)

Date:

**Draft Agreement**

This agreement is made this \_\_\_\_ day of \_\_\_\_ 2023 at Lucknow between \_\_\_\_\_ (name of the Applicant selected through due prescribed process against the advertisement dated ..... for “ **Selection of .....**” referred to as the “First Party” and UTTAR PRADESH EXPORT PROMOTION COUNCIL , Niryat Bhawan, Second Floor, 8 Cantt Road, Qaiserbagh, Lucknow – 226001, referred to as the “Second Party” through Nodal/controlling Officer, UTTAR PRADESH EXPORT PROMOTION COUNCIL , Niryat Bhawan, Second Floor, 8 Cantt Road, Qaiserbagh, Lucknow – 226001, hereinafter include its successors, assignees and authorized persons.

That WHEREAS the First Party will provide his/her services to UTTAR PRADESH EXPORT PROMOTION COUNCIL, in accordance with the terms and conditions as given in Notification no...../UPEPC/Hiring/2023-24 dated ..... and also the terms and conditions contained in the subsequent corrigendum and Work Orders to be issued by the Second Party to First Party and the same shall be binding on the First Party and shall be the integral part of this agreement.

AND WHEREAS the agreement is for limited period only, it will automatically come to an end on expiration of specified period unless extended by the competent authority.

AND WHEREAS the Consultant/Associate will abide by the rules and regulations of the Council.

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ TWO THOUSAND AND TWENTY THREE.

“First Party”

“Second Party”

Signature:

Signature:

Name and Address

Name and Address:

Witness for “First Party”

Witness for “Second Party”

Signature:

Signature:

Name and Address

Name and Address: