OTHER

DGFT notifies Upper Division Clerk (Group C) Recruitment Rules, 2026, for 405 posts

G.S.R. 970(E) sets the DGFT Upper Division Clerk (Group C) Recruitment Rules, 2026: 405 posts at Level-4, filled by promotion, failing which by deputation.

G.S.R. 970(E), DATED October 21, 2026 (F. No. A-12018/4/2018/HRD-II), issued by the President under the proviso to article 309 of the Constitution, makes the Ministry of Commerce and Industry, Department of Commerce, Directorate General of Foreign Trade, Upper Division Clerk (Group 'C'), Recruitment Rules, 2026. They supersede the Directorate General of Foreign Trade (Upper Division Clerk), Recruitment Rules, 2021, except as respects things done or omitted to be done before the supersession, and come into force on the date of their publication in the Official Gazette.

THE CHANGE

Ministry of Commerce and Industry, Department of Commerce, Directorate General of Foreign Trade, Upper Division Clerk (Group 'C'), Recruitment Rules, 2026, in supersession of the 2021 rules, except as respects things done or omitted to be done before such supersession

KEY FACTS

TYPE
Other

DATED
October 21, 2026

APPLIES FROM
The date of their publication in the Official Gazette

REFERENCES

G.S.R. 970(E)

CG-DL-E-06112026-277738

DGFT notifies Upper Division Clerk (Group C) Recruitment Rules, 2026, for 405 posts

G.S.R. 970(E) · October 21, 2026

G.S.R. 970(E), dated October 21, 2026 (F. No. A-12018/4/2018/HRD-II), issued by the President under the proviso to article 309 of the Constitution, makes the Ministry of Commerce and Industry, Department of Commerce, Directorate General of Foreign Trade, Upper Division Clerk (Group 'C'), Recruitment Rules, 2026. They supersede the Directorate General of Foreign Trade (Upper Division Clerk), Recruitment Rules, 2021, except as respects things done or omitted to be done before the supersession, and come into force on the date of their publication in the Official Gazette.

The Schedule sets 405 posts (2026), subject to variation depending on workload: 154 in the Western Zone, 69 in the Southern Zone, 88 in the Eastern Zone and 94 in the Northern Zone. The post is General Central Service, Group 'C', Non-gazetted and Non-ministerial, at Level-4 in the pay matrix (Rs. 25500-81100), and is a non-selection post. There is no direct recruitment: the post is filled by promotion, failing which by deputation, and the UPSC is not consulted.

Promotion is from Lower Division Clerk in level-2 (Rs. 19900-63200) with eight years regular service in the grade; for those holding that post on the date the rules are notified, the eligibility service stays five years. Deputation is open to Central Government officers holding an analogous post on a regular basis, or with eight years regular service as Lower Division Clerk in level-2 or equivalent, ordinarily for no more than three years and up to the age of fifty-six on the closing date for applications. A Group 'C' Departmental Promotion Committee of four, chaired by the Joint Director General of Foreign Trade (Administration) of the Zone concerned, considers promotion.

The rules also bar from appointment a person who has married someone with a living spouse, or who has married while having a living spouse, unless the Central Government exempts them; let the Central Government relax any provision for any class or category of persons, by order and for reasons recorded in writing; and keep the reservations, age relaxations and other concessions for the Scheduled Castes, the Scheduled Tribes, the other backward classes, ex-servicemen and other special categories. The notification makes no change to import or export policy.

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Type	Other
Before	Directorate General of Foreign Trade (Upper Division Clerk), Recruitment Rules, 2021
After	Ministry of Commerce and Industry, Department of Commerce, Directorate General of Foreign Trade, Upper Division Clerk (Group 'C'), Recruitment Rules, 2026, in supersession of the 2021 rules, except as respects things done or omitted to be done before such supersession
Applies from	The date of their publication in the Official Gazette
Conditions	• Number of posts: 405* (2026), *subject to variation depending on workload. Western Zone: 154; Southern Zone: 69; Eastern Zone: 88; Northern Zone: 94. • Classification: General Central Service, Group 'C', (Non-gazetted), Non-ministerial. Level-4 in the pay matrix (Rs. 25500-81100). Non-selection post. • Age-limit and educational and other qualifications for direct recruits, whether they apply to promotees, and period of probation: not applicable. • Method of recruitment: by promotion, failing which by deputation. • Promotion: Lower Division Clerk in level-2 in the pay matrix (Rs. 19900-63200) with eight years regular service in the grade. The eligibility service of the incumbent holding the post of Lower Division Clerk in the Department as on the date of notification of these rules shall continue to be five years. • Deputation: officers of the Central Government (i) holding analogous post on a regular basis in the parent cadre or Department; or (ii) with eight years service rendered after appointment thereto in the post of Lower Division Clerk on a regular basis in level-2 in the pay matrix (Rs. 19900-63200) or equivalent in the parent cadre or Department. • Departmental officers in the feeder category who are in the direct line of promotion are not eligible for consideration for appointment on deputation, and deputationists are not eligible for consideration for appointment by promotion. • The period of deputation, including the period of deputation in another ex-cadre post held immediately before this appointment in the same or some other organisation or Department of the Central Government, shall ordinarily not exceed three years. The maximum

age-limit for appointment by deputation is fifty-six years as on the closing date of receipt of application.

- Group 'C' Departmental Promotion Committee (for considering promotion): Joint Director General of Foreign Trade (Administration) of the Zone concerned, Chairperson; Deputy Director General of Foreign Trade (Administration) of the Zone concerned, Member; an officer of the rank of Under Secretary or equivalent from any Central Government office located at the Zonal Headquarters location to represent Scheduled Caste or Scheduled Tribe, Member; Deputy Director General of Foreign Trade or Assistant Director General of Foreign Trade (Administration of the Headquarters), Member.
- Consultation with the Union Public Service Commission: not applicable.

Applies to	Lower Division Clerks of the Directorate General of Foreign Trade, and Central Government officers eligible for the post on deputation.
Issued under	The proviso to article 309 of the Constitution
Signed by	RAM NAGINA PRASAD, Deputy Director General of Foreign Trade

The notification (PDF, 570 KB)

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