

F.No.A-51011/15/2023-HRD-II
भारत सरकार / Government of India
वाणिज्य और उद्योग मंत्रालय / Ministry of Commerce & Industry
वाणिज्य विभाग / Department of Commerce
विदेश व्यापार महानिदेशालय / Directorate General of Foreign Trade
वाणिज्य भवन, नई दिल्ली / Vanijya Bhawan, New Delhi

Dated 27th June 2025

**ADVERTISEMENT FOR ENGAGEMENT OF YOUNG PROFESSIONALS IN
DIRECTORATE GENERAL OF FOREIGN TRADE, DGFT, HQ. NEW DELHI.**

The Directorate General of Foreign Trade (DGFT) formulates, implements and monitors the Foreign Trade Policy (FTP) which provides the basic framework of policy and strategy to be followed for promoting exports and trade. The Trade Policy is periodically reviewed to incorporate change necessary to take care of emerging economic scenarios both in the domestic and international economy. Besides, the Directorate is also entrusted with responsibilities relating to multilateral and bilateral commercial relations, special Economic Zones, state trading, export promotion and trade facilitation, and development and regulation of certain export oriented industries and commodities. The Directorate proposes to engage Young Professionals for its various Divisions during the year 2025.

2. Applicants with following qualifications and experience would be considered for engagement as Young Professionals:-

Position	Qualification	Age Limit	Experience
Young Professional (YP)	1. Economics: Masters in Economics preferably with International Trade 2. Law: Masters in Law 3. Management : MBA 4. Science/IT/Engg. : Graduate in Engg. (B.E./ B.Tech. etc.) or Masters Degree in Science such as MSc. Etc.	Below 35 years of age as on 1st July 2025	One year experience in relevant field with proficiency in Computer skills is desirable.
Young Professional (YP) Multimedia/Designing	(i) Graduate in any discipline & diploma/degree in Graphic Design/Multimedia (ii) Software Proficiency: Adobe Suite, Canva, CorelDraw, video editing tools (iii) Other Skills : Creative thinking; relevant certifications desirable	Below 35 years of age as on 1st July 2025	3+ years preferred

3. **Total Number of vacancies:** Shall be decided later.

4. General terms and conditions of engagement:

- i. The Young Professional will be paid a consolidated remuneration of Rs. 70,000/- (Rupees Seventy Thousand Only) per month (minus Professional Tax/TDS as applicable) respectively, subject to periodic completion of work certified by the controlling Officer. They will not be entitled for any other allowance or facility in additional to the consolidated fee.
- ii. The engagement as Young Professional shall be initially for a period of one year which may be extended upto three years. **After three years no further extension will be permissible under any circumstances. The engagement will be purely on a temporary basis.**
- iii. DGFT may require the Individual Young Professional to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of DGFT.
- iv. The Individual Young Professional shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Individual Young Professional's sole expense, such life, health and other forms of insurance as the Individual Young Professional may consider to be appropriate to cover the period during which the Individual Young Professional provides services under the Contract.
- v. The engagement as Young Professional is subject to verification of documents related to education qualification and experience. If any information / documents submitted by Young Professional are found false/wrong at any stage, his/her engagement will be terminated immediately and the appropriate action will be taken against him/her as per rules.
- vi. Working Hours shall normally be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. However, in exigencies of work, Young Professional may be required to sit late and may be called on Saturday/Sunday and other holidays also.
- vii. The YP will be eligible for 1.5 days leave for each completed month during the period of one year, subject to the prior written approval of the controlling Officer. Unavailed leave cannot be carried forward to the next year. Further, leave up to one month can be considered without remuneration with the prior approval of controlling Officer. However, in exceptional cases like need for professional development, training etc. this condition may be relaxed with the approval of Commerce Secretary, subject to official exigencies. Apart from this, the women Young Professional may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No.S-36017/03/2015-SS-I dated 12th April, 2017.
- viii. Young Professional will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that come to their notice during the period of their engagement as 'Young Professional' in the Department. All such information/records/papers/software/emails etc. will be property of Government.
- ix. Young Professional shall not represent them or otherwise make public with the intent to make a commercial advantage of their engagement with DGFT. He/she shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or DGFT or any abbreviation of the name of DGFT, in connection with business or otherwise without the prior written permission of the competent authority of DGFT.

- x. Young Professional shall be expected to conduct him/her in accordance with the rules and regulations of the Government of India. He/she will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his/her duties. In case his/her services are not found satisfactory or found to be in conflict with the interest to the DGFT /Government of India, his/her services will be terminated forthwith, without any notice period or compensation.
- xi. In the unfortunate event of the death, injury or illness while serving DGFT, Young Professional or the next of kin shall not be entitled to any compensation or Appointment.
- xii. Young Professional will be required to submit a police verification report from their concerned police station and also submit a medical-cum-fitness certificate issued by any authorized Medical Practitioner prior to engagement.
- xiii. The engagement can be terminated at any time by the Directorate by giving 30 days' notice or pay in lieu thereof. Similarly, Young Professional may also disengage after giving notice for a similar period.
- xiv. The period of engagement would commence from the date of joining at DGFT.
- xv. The period of engagement as Young Professional will not confer any claim or right for subsequent engagement/employment with DGFT or any other Government Department at a later date.
- xvi. The Department reserves the right to terminate Young Professional at any stage in event of a serious failure to perform the task assigned or of failure to observe any standards of conduct.
- xvii. Young Professional may be required to travel to any place in India. While on tour, TA/DA will be admissible as to Assistant Section Officer of the Central Government.
- xviii. The Young Professionals will be required to submit a Non-Disclosure Agreement & Non-compete Agreement with cooling-off period on a Rs. 10/- stamp paper on the date of joining.

Interested and eligible candidates may apply, **using their valid email ID** through email, along with supporting documents including their CV, at email id "hrd2-dgft@gov.in" (Copy to : kr.asingh@gov.in, arunkr.dua@nic.in) latest by **10th July 2025**. Candidates shall also fill the required details of their application at the following mentioned URL. **No hard copy is required to be sent.**

For any further query, candidates may approach this office at hrd2-dgft@gov.in or at phone 011-23038825.

**Apply
Copy & Paste the given URL**

<https://docs.google.com/forms/d/e/1FAIpQLSenEIpFVmlMfI59Txcq1uukVlhsXuSzmmCK1f6odE2au5fz0g/viewform>



**(Laxmi Devi)
Deputy Director General of Foreign Trade
Email: laxmii.devi@gov.in**