

Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
Office of the Joint Director General of Foreign Trade
Amruta Estate, 4th Floor, Near Girnar Cinema, M.G. Road, Rajkot – 360001

JDG/RJT/HR/YP/AM2

Date :- 11.07.2025.

**ADVERTISEMENT FOR ENGAGEMENT OF YOUNG PROFESSIONALS IN O/O JOINT DIRECTOR
GENERAL OF FOREIGN TRADE, RAJKOT.**

Directorate General of Foreign Trade (DGFT) is an attached office of the Ministry of Commerce and Industry and is headed by the Director General of Foreign Trade. From its inception the organization has played a critical role in trade promotion.

DGFT is responsible for formulation and implementation of the Foreign Trade Policy with the main objective of promoting exports of the country. The various offices of DGFT known as Regional Authorities act as the field offices of the DGFT enabling implementation of the Foreign Trade Policy. The Regional Authority at Rajkot is one of the offices of DGFT and has jurisdiction over Saurashtra region of Gujarat.

The office of Joint DGFT, Rajkot invites applications for engagement as Young Professionals in various disciplines to work in policy formulation and implementation of the schemes under the Foreign Trade Policy. Working with DGFT provides an exciting opportunity to be a part of India's economic growth as well as grow professionally with experience.

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

Position	Minimum Qualification	Age Limit	Experience
Young Professional (YP)	1.Economics: Masters in Economics preferably with International Trade 2. Law: LLB/LLM 3.Mass Communication: Graduate/Masters	Below 35 Years of age As on 1st July 2025	One year experience in relevant field with proficiency in computer skills is desirable.

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.56,000/- (Rupees Fifty-six 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. Un availed 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 and application in annexed format to email id rajkot-dgft@nic.in using subject as " Young Professional Advertisement " before 31 July,2025 also send hard copy to this office at O/o Joint DGFT, 4th Floor, Jasani Building, Amruta Estate, M.G. Road, Rajkot. 360001

For any further query, candidates may approach this office at rajkot-dgft@nic.in or at phone 0281-2458416

Annex-Application Form.



Dinesh Chawda
Foreign Trade Development Officer
For, Joint Director General of Foreign Trade

Copy to :

1. DDGFT,HRD-1, DGFT-HQ, Vanijya Bhavan, A Wing, 16 Akbar Road, New Delhi-110001 for uploading in the DGFT website.
2. Office of Additional DGFT, Mumbai, South East Wing, Marine Lines, Mumbai. 400020.
3. Notice Board.

ANNEXURE-I

Affix Latest
Passport Size
Photograph

Application Form (Proforma)

APPLICATION FOR ENGAGEMENT OF YOUNG PROFESSIONALS AT Office of

Joint DGFT, Rajkot

1	Name of the Candidate				
2	Father's Name				
3	Address (Postal Address For Correspondence)				
4	Permanent Address				
5	Telephone Number (s)				
6	Email ID				
7	Age and date of Birth (copy of matriculation Certificate to be Enclosed)				
8	Details of Educational Qualification-from Bachelor's degree	Year of Passing	Subject/ Specialization	Percentage Of Mark/ Grade/GPA	Name and Details Of the College/Institution
(a)					
(b)					
(c)					
(9)	Do you Have the Required post-Graduation in Economics /Commerce/Business Administration /Engineering/ law	Yes/No (please attach a copy of your Post-Graduation Degree certificate / provisional certificate & mark sheet)			

10	Details of additional Certifications and Specializations / research work	a)
		b)
		c)
Details of current employment		

11	a) Current organization & place of work (also State if you work from home/ office /hybrid) b) Current designation & salary c) Nature of work			
Details of all Employment so far chronological order				
12	Name of Achievements /firm/ Institution / office	Post held/ Designation	Period	Nature of work, duties/ Responsibilities (Enclose a Separate sheet if required)
a				
b				
c				
d				
13	Details of Achievements / Awards and commendations			
14	Additional information, if Any, which you would like to Mention in support of your Suitability for the job . (Enclose a separate Sheet/CV, if the space is Insufficient with signature.)			
15	Any other information			

The information/details provided by me above are correct and true to the best of my knowledge and no material facts having a bearing on my selection has been suppressed/withheld. If any information/declaration is found incorrect at any stage, I am solely responsible for it and consequential action as deemed necessary may be taken. I agree to abide by all the terms and conditions involved in the contract.

Place:

signature of the candidate

Date: