



भारत सरकार **Government of India**
वाणिज्य एवं उद्योग मंत्रालय **Ministry of Commerce and Industry**
आंचलिक अपर महानिदेशक विदेश व्यापार का कार्यालय
Office of the Zonal Additional Director General of Foreign Trade
26, हैडोस रोड **26, Haddows Road**
चौथी मंज़िल, शास्त्री भवन अनेक्स **4th Floor, Shastri Bhavan Annexe**
चेन्नै - **600006 Chennai - 600006**

Phone:044-28283400

email: Chennai-dgft@nic.in

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VACANCY CIRCULAR

Subject: Engagement of young professionals on contract basis in the Office of Zonal Additional Director General of Foreign Trade, Shastri Bhavan, Chennai - inviting applications there of-reg.

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1. The Office of Zonal Additional Director General of Foreign Trade, Chennai, which is the Zonal office of the Directorate General of Foreign Trade, Ministry of Commerce and Industry, Government of India, invites applications for engaging Young Professionals on contract basis for a period of one year.
2. The Directorate General of Foreign Trade is responsible for formulation and implementation of the Foreign Trade Policy with the main objective of promoting exports of the Country. In addition to its basis objectives, this Directorate also issues Scripts/Authorisations to exporters and monitor their corresponding obligations through a network of 24 regional Offices and an extension counter at Puducherry. The engagement with Directorate General of Foreign Trade provides an exciting opportunity to be a part of India's economic growth.
3. The number of vacancies for Young Professionals to be engaged on contract basis in the Office of Zonal Additional DGFT, Chennai is **01**.
4. The eligibility, Educational qualification, remuneration and terms and conditions of the contract are as under:-

Eligibility Requirements:

- a) Age criteria: The applicant should not have exceeded the age of 30 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.
- b) Educational Qualification: - The applicants should possess either of the following requisite qualification on the date of publication of this advertisement.

Discipline	Eligibility Criteria
Economics	Masters in Economics from a recognized university.
Management / Business Administration	Master's Degree in Business Administration (MBA) from a recognized University.

Engineering	B.Tech. /B.E. (Mechanical)/(Chemical), Information Technology, or Computer Science; or MCA from a recognized University.
Commerce	Master's Degree in Commerce from a recognized University.
Law	Masters in Law from a recognized university.

- c) **Remuneration:** The Young Professional will be paid a consolidated fee of Rs. 60,000/- per month
5. **Period of engagement:** Period of engagement will be initially for a period of one year, from the date he/she joins the office, which can be extended or curtailed at the discretion of the Competent Authority;

6. Terms and conditions:-

- a) The Young Professionals will be paid a consolidated fee per month of Rs. 60,000/-(minus Professional Tax/TDS as applicable) respectively, subject to periodic completion of work certified by the Controlling Officer. They will be not be entitled for any other allowance or facility in addition to the consolidated fee.
 - b) The engagement as Young Professionals shall be initially for a period of one year.
 - c) The Competent Authority in DGFT may require the individual Young Professional to submit a statement of good health from a recognized physician prior to commencement of work in the Zonal Office of DGFT., Chennai.
 - d) 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 as life insurance, health insurance and other forms of insurance as the individual Young Professional may consider to be appropriate to cover the period during which individual Young Professional provides services under the contract.
 - e) The engagement as Young Professionals is subject to verification of documents related to educational qualification and experience. If any information/documents submitted by Young Professionals are found false/wrong at any stage, his/her engagement will be terminated immediately and appropriate action will be taken against him/her as per rules.
 - f) Selection shall be purely on merit.
 - g) Working hours shall normally be from 09.15 AM to 05.45 PM during working days including half an hour lunch break in between. However, in exigencies of work, Young Professionals may be required to sit late and may be called on Saturday/Sunday and other holidays also.
 - h) The Competent Authority in DGFT 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.
 - i) Young Professionals may be required to travel to any place in India. While on tour TA/DA will be admissible as to the post of Foreign Trade Development Officer of the O/o Zonal Additional Director General of Foreign Trade, Chennai.
7. Interested and eligible candidates should send their applications (in the enclosed annexure I), by email to **chennai-dgft@nic.in** on or before **20th August 2026 by 05.30 P.M.** A hard copy of the application may also be sent to the Office of the Zonal Additional Director General of Foreign Trade, 26, Haddows Road, 4th Floor,

Shastri Bhavan Annexe, Chennai 600 006. Incomplete application or applications received after due date will be rejected.

8. Ministries/ Departments, etc are requested to give wide publicity in their respective Departments/ Organizations and attached/subordinate offices.

Application Procedure:

Interested and eligible candidates are invited to apply through the Google Form <https://forms.gle/FiMRNrYa5mnJMgqm7> using their valid E-mail ID on or before **20th August 2026**.

The candidates shall also:

1. Fill in the prescribed Application Form annexed to this notification.
2. Affix a recent passport-size photograph in the in the application form.
3. Scan the duly filled and signed application form along with self-attested copies of educational qualifications, experience certificates, identity proof, and other relevant supporting documents.
4. Send the scanned copy of the application form and supporting documents by e-mail to Chennai-dgft@nic.in with the subject line: "**Application for Engagement as Young Professional – [Name of Candidate]**"
5. Forward the hard copy of the duly filled application form, along with self-attested copies of all supporting documents, by post/speed post to the following address: **The Office of the Zonal Additional DGFT, 26, Haddows Road, 4th Floor, Shastri Bhavan Annexe, Chennai 600 006.**

The application submitted through the Google Form, e-mail, and hard copy should contain identical information. Applications received after the prescribed last date or found incomplete in any respect are liable to be rejected without further correspondence.

Google Form:

https://docs.google.com/forms/d/e/1FAIpQLSeZTAKFF7cGLsaEmQVbr7ACNyRbbleDz8Wp_PQk-pMlfYbnxg/viewform?usp=dialog

This is issued with the approval of Zonal Additional Director General of Foreign Trade, Chennai.



(B. PUNNAM KUMAR)

JOINT DIRECTOR GENERAL OF FOREIGN TRADE

Copy to:

1. DDGFT, HRD-I, DGFT HQ, Vanijya Bhavan, Motilal Nehru Marg Area, New Delhi -110001 for information and for uploading in the DGFT website
2. All the Regional Authorities of the DGFT in the Southern Zone
3. Notice Board/Hindi Section.

ANNEXURE – I**Application Form**
(Proforma)

Affix Passport Photograph	Latest Size
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I. APPLICATION FOR ENGAGEMENT OF YOUNG PROFESSIONALS**II. Details:**

1	Name of the Official	Male ☐ Female ☐				
2.	Address					
3.	Present Designation (If any)					
4	Present Office Address and Telephone number (If any)					
6	Age and Date of Birth					
7	Educational qualifications					
8	Qualification (details)	Year of passing	Percentage of Marks/Grade			
	a)					
	b)					
	c)					
	d)					
	e)					
9	Details of Employment in chronological order:					
	Office / Institution	Post held	Period		Revised Pay (7 th CPC)	Nature of duties (attach separate sheet if required)
			From	To		

10	Whether you possess any of the following discipline for the post.	Required Qualification	Yes/No	If yes , Details (with supporting documents)
	ECONOMICS	Masters in Economics from a recognized university.		
	LAW	Masters in Law from a recognized university.		
	MANAGEMENT	Masters in Business Administration (MBA) from a recognized university.		
	ENGINEERING	B. Tech/BE (Mechanical)/ B. Tech/BE (Chemical)/ B. Tech/BE (IT/Computer Science)/MCA from a recognized university.		
11	Additional information, if any, which you would like to mention in support of your suitability for the job. Enclose a separate sheet, if the space is insufficient with signature.			

III. 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.

Place:

Date:

Signature of the Candidate

Address:

Mobile No.

Email –ID: