



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE,
FIRST FLOOR EAST WING N.S BUILDING OPP. VCA STADIUM CIVIL LINES,
NAGPUR - 440001.

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Date: 24.08.2026

VACANCY CIRCULAR

Advertisement For Engagement of Young Professionals in Regional Office, Raipur, Directorate General of Foreign Trade, Ministry of Commerce and Industry, Government of India

Directorate General of Foreign Trade (DGFT) is an attached office of the Ministry of Commerce and Industry. DGFT is responsible for formulation and implementation of the Foreign Trade Policy with the main objective of promoting exports of the country. This Directorate also issues scrips/authorizations to exporters and monitors their corresponding obligations through a network of 24 regional offices all over India.

2. In the states, the offices of DGFT act as the field offices of the DGFT, enabling implementation of the Foreign Trade Policy. Office of Assistant DGFT, Raipur is one of these offices of DGFT in the State of Chhattisgarh, which shall be operationalized soon and shall operate from the Mandi Board Building, Naya Raipur, Chhattisgarh.

3. The Office of Joint DGFT, Nagpur (having jurisdiction over this office at Raipur) invites applications for the position of Young Professionals to be employed in the RA Raipur office.

4. The number of vacancies for engagement of Young Professionals on a contract basis in RA Raipur is two (2).

5. The disciplines for which Young Professionals would be engaged and the required essential qualifications for each are as under:

Position	Qualifications (either of 1 to 4)	Age Limit	Experience
Young Professional (YP)	1. Economics: Master's Degree in Economics (preferably with International Trade) 2. Legal: LLM/LLB and PG Diploma in any legal subject. 3. General Management #: MBA or equivalent from an institution having NIRF ranking up to 100 in Management category as	Below 35 years of age as on 01 September 2026	Minimum one year post qualification experience in relevant field with proficiency in Computer skills

per the latest NIRF ranking/Masters in Public Policy/ International Trade.		
4. Data Science: B.Tech/B.E. in any discipline/MCA/Masters in Data Science or Data Analytics or Computational Mathematics. Desirable Qualification: For candidates applying under the General Management discipline, experience in multimedia content creation, graphic design and proficiency in relevant multimedia tools/software shall be desirable.		

For the candidates having degrees from universities / institutes from outside India, Times/QS ranking of such universities / institutes will be taken into account.

6. General terms and conditions of engagement:

- i. The Young Professionals will be paid a consolidated fee of Rs.56,000/- per month (minus Professional Tax/TDS as applicable), subject to periodic completion of work certified by the controlling Officer. They will not be entitled for any other allowance or facility in addition to the consolidated fee.
- ii. The engagement as Young Professional shall be initially for a period of one year which may be extended up to three years. **After three years no further extension will be permissible under any circumstances. The engagement will be purely on a temporary basis.**
- iii. The competent authority in the DGFT/RA Mumbai/ RA Nagpur may require the Individual Young Professional to submit a Statement of Good Health from a recognized physician prior to commencement of work.
- 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 a Young Professional is subject to verification of documents related to educational qualification and experience. If any information/documents submitted by Young Professionals are found false/forged/ mis-leading at any stage, his/her engagement will be terminated immediately and 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 Professionals may be required to sit late and may be called on Saturday/ Sunday and other holidays also.
- vii. Young Professionals will be eligible for 18 days leave in one year, on pro-rata basis subject to the prior written approval of the controlling Officer. Balance utilized leaves 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 Professionals 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 Professionals 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.
- 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 in the Directorate offices, Young Professional/Consultant or the next of kin shall not be entitled to any compensation or Appointment.
- xii. Young Professionals will be required to submit a police verification report from their concerned police station.
- xiii. The engagement can be terminated at any time by the Department 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 RA Raipur.
- 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 competent authority in the DGFT/Office of RA Mumbai/ RA Raipur 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 Professionals 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

7. Application Procedure: Interested and eligible candidates are invited to apply through the Google Form using their valid E-mail ID - Apply online at - <https://forms.gle/okYh4iwjysXkHA1n8>

The candidates shall also:

- a. Fill in the prescribed Application Form annexed to this notification
- b. Affix a recent passport-size photograph in the in the application form.
- c. 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

- d. Send the scanned copy of the application form and supporting documents by e-mail to nagpur-dgft@nic.in with the subject line: "Application for Engagement as Young Professional [Name of Candidate]" before 07.09.2026.
 - e. 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 RA Nagpur with address as mentioned in the notice viz. O/o Joint DGFT, First Floor East Wing, Opposite V.C.A Stadium, Civil Lines, Nagpur – 440001
 - f. The application submitted through the Google Form, e-mail, and hard copy should contain identical information.
8. Please note that any Applications received on email after the prescribed last date i.e. 07.09.2026 or found incomplete in any respect is liable to be rejected without further correspondence.


24/08/26
(Dr. Praveen Kumar)

Joint Director General of Foreign Trade
(Nagpur)

NOTE: It is mandatory for all applicants to fill the application form provided in the above mentioned Google link and also to submit signed Application form provided below along with the Resume, copy of PAN card, Aadhar card and copies of relevant qualification documents. **Incomplete application or applications received after due date will be rejected.**

Copy to:

1. Joint DGFT, HRD-I, DGFT HQ, Vanijya Bhavan, New Delhi – 110011 for information and with request to upload at the DGFT website as a ticker.

Application Form for Young Professional

Photo

1. Name (in Block Letters)
2. Date on Birth :
3. Gender: Male/ Female
4. Email :
5. Mobile Number :
6. Residential Address:
7. Educational Qualification:

S.No.	Qualification Type	Year of Passing	Subject/ Specialization	University/ Institute	Class/Division Marks obtained

8. Work Experience (In reverse order, starting from the latest). If any :

S. No.	Name of Employer	Designation	Responsibilities Assigned	From (Date)	To (Date)

9. Any other information which the candidate may like to submit:
(May attach separate sheet if required)

I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that I do not satisfy the eligibility criteria, my candidature/engagement is liable to be cancelled/terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Place:

Date :

Signature of the applicant