



भारत सरकार/ वाणिज्य एवं उद्योग मंत्रालय

Government of India/ Ministry of Commerce

अपर महानिदेशक विदेश व्यापार का कार्यालय

Office of the Addl. Director General of Foreign Trade

३०२, तीसरी मंजिल, सीजीओ टावर्स, कवाडिगुडा, हैदराबाद - ५०० ०८०

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**ADVERTISEMENT FOR ENGAGEMENT OF YOUNG PROFESSIONALS ON  
CONTRACT BASIS IN THE OFFICE OF ADDITIONAL DIRECTOR GENERAL OF  
FOREIGN TRADE, HYDERABAD**

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 through regulation. Keeping in line with policies of liberalization and globalization introduced in 1991 and the overall objective of increasing the exports, DGFT has since been assigned the role of "facilitator". The shift was from prohibition and control of imports/exports to promotion and facilitation of exports/imports, keeping in view the interests of the country.

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.

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 Hyderabad is one of offices of DGFT and has jurisdiction over Telangana.

The Office of Additional DGFT, Hyderabad invites applications for engagement of **Young Professionals** in various disciplines to work in policy formulation and implementation of the schemes under the Foreign Trade Policy. A young Professional can, progressively, grow up as a Consultant in the fourth year of engagement, thereby becoming a valuable asset for contributing to the Trade Policy of the Country.

**No. of Vacancies: 02 (Two)\***

\* → The number of vacancies is likely to increase or decrease

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

**Eligibility Criteria:**

1. **Age-** Age of the candidate must not exceed 35 years as on 3<sup>rd</sup> May 2026.
2. **Essential Qualifications-**

<b>Discipline</b>	<b>Eligibility Criteria</b>
Economics	Masters in Economics from a recognized University – Min 70% / 7 CGPA
Management	Master in Business Administration (MBA) from a recognized university. – Min 70% / 7 CGPA
Engineering	B. Tech/BE/MCA from a recognized University – Min 70% / 7 CGPA
Commerce	Masters in Commerce from a recognized University – Min 70% /7 CGPA

**Terms & Conditions:**

**Selection and Work**

1.1 Selection of the successful candidates against the vacancies would be made based on a written test and interview of the shortlisted candidates. The shortlisted candidates will be informed by email to appear for the written test and interview on a particular date/time. No requests for change in date/time of the written test and interview would be entertained by this office.

1.2 The engagement as Young Professionals shall be initially for a period of one year which may be extended up to three years based on the work performance and efficiency. **After three years no further extension will be permissible under any circumstances. The engagement will be purely on a temporary basis.** They shall not be regarded as either being a “staff member” or an “official” of DGFT.

1.3 The period of engagement would commence from the date of joining at DGFT.

1.4 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.

1.5 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 any offices or premises of Department of Commerce.

1.6 Young Professionals who have been given an offer of engagement will be required to submit a police verification report from their concerned police station and also sent a medical-cum-fitness certificate issued by any authorized Medical Practitioner prior to engagement.

1.7 Working hours shall normally be from 9:15 AM to 5:45 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, if needed.

1.8 The period of engagement as a Young Professional will not confer any claim or right for subsequent engagement/employment with DGFT or any other Government Department at a later date.

1.9 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.

## **2. Pay and Allowances**

2.1 The Young Professionals will be paid a consolidated remuneration fee of **60,000/-** 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.

2.2 The engagement can be terminated at any time by the Department by giving \*30 days' notice or pay in lieu thereof. Similarly, a Young Professional may also disengage after giving notice for a similar period.

**Note: \*The duration of the notice period is subject to modification based on notifications issued by DGFT Headquarters from time to time.**

2.3 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.

2.4 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, 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.

2.5 In the unfortunate event of the death, injury or illness while serving DGFT, the Young Professional or the next of kin shall not be entitled to any compensation or Appointment.

## **3. Leave**

3.1 Young Professionals will be eligible for 1.5 days leave for each completed month during

the period of one year, on pro-rata basis 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.

3.2 However, in exceptional cases like the need for professional development, training etc. this condition may be relaxed with the approval of Commerce Secretary, subject to official exigencies

3.3 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 Labor & Employment vide letter No. S-36017/03/2015-SS-I dated 12th April, 2017.

#### **4. Code of Conduct**

4.1 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 the All Professional Department. information/records/papers/software/emails etc. will be property of Government. such

4.2 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 DGIT 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.

4.3 Young Professional shall be expected to conduct himself herself 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 DGIT/Government of India, his/her services will be terminated forthwith, without any notice period or compensation.

4.4 Prohibition of Sexual Harassment: During the tenure of the contract, the Young Professional shall comply with the provisions of the 'Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Young Professional shall agree that breach of any of the provisions of the statute above will be viewed seriously and taken up for review by the Internal Complaints Committee in this Office and necessary action will be taken if found guilty of a breach

4.5 Arbitration: DGFT and the Young Professional shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof. Any dispute, controversy or claim between the parties arising out of the Contract, or the

breach, termination, or invalidity thereof, unless settled amicably, shall be referred to the Head of Office/Joint Secretary in the DGFT, New Delhi for settlement of the controversy.

4.6 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.

### **5. Selection Process**

**5.1 Interested and eligible candidates may apply online, using their valid Gmail ID, along with supporting documents, at the link given below on or before 5 PM, 3<sup>rd</sup> May 2026 –**

**<https://forms.gle/ip76EtEXx25HYdkW7>**

**5.2 Written Examination & Interview for the shortlisted candidates to be held on 13<sup>th</sup> May 2026 at O/o Addl. DGFT, CGO Towers (4<sup>th</sup> Floor), Hyderabad**

5.3 Preference will be given to the candidates having experience in the fields of Foreign Trade/Public Policy.

5.4 On the basis of number of application received, the shortlisted candidates will be called for written test on the basis of shortlisting criteria.

5.5 **No TA/DA** shall be provided to the candidates appearing for written examination and interview.

Incomplete application or applications received after due date will be rejected. For any query, you may contact [hyderabad-dgft@nic.in](mailto:hyderabad-dgft@nic.in) / 040 - 27536930



**Dhiya R**

**Deputy Director General of Foreign Trade**

### **Copy to:**

1. DGFT,HRD-1,DGFT HQ,Vanijya bhavan, Motilal Nehru Marg Area, New Delhi-110011 for information and for uploading in the DGFT website
- 2.Zonal Additional Director General of Foreign Trade, 4th Floor, Shastri Bhavan, 26, Haddows Road, Chennai -600006 for uploading in their website
- 3.Notice Board of the Office of Additional DGFT, Hyderabad/Hindi Section