



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY

OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE

Niryat Bhawan, BSNL Telephone Exchange, E-Block, BRS Nagar, Ludhiana- 141012

Phone No 0161- 2451474- email: ludhiana-dgft@nic.in

VACANCY CIRCULAR

ADVERTISEMENT FOR ENGAGEMENT OF YOUNG PROFESSIONALS'

**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN
TRADE (DGFT) LUDHIANA.**

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 Office of Additional DGFT, Ludhiana 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.

No. of Vacancies: 03 (Three)

- The number of vacancies may 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 of the candidate must not exceed 35 years as on 20th July 2026.

2. Essential Qualifications-

Discipline	Eligibility Criteria
Economics	Masters in Economics from a recognized University with minimum 60% marks

Management	Masters in Business Administration from a recognized University - with minimum 60% marks
Engineering	Btech/BE/MCA from a recognized University- with minimum 60% marks
Commerce	Masters in Commerce from a recognized University- with minimum 60% marks
Legal	Masters in Law from a recognized University- with minimum 60% marks

Other eligibility: Candidates with experience in Foreign Trade / Public Policy / Management with proficiency in computer applications (MS Word, Excel, Data Analytics, etc.)

Terms & Conditions:

1. Selection and Work

1.1. Selection of the successful candidates against the vacancies would be made based on a written test or interview of the shortlisted candidates. The shortlisted Candidates will be informed by email to appear for the written test or interview. No requests for change in date/time of the written test or 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 as Young Professional 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. 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.

1.6. 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, if needed.

1.7. 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.

1.8. 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.

1.9. Additional DGF Ludhiana/competent authority reserves the right to accept or reject in part or full or all the responses without assigning any reason whatsoever.

1.10 Decision of the selection committee will be final and binding on all applicants.

2. Pay and Allowances

2.1. The Young Professionals will be paid a consolidated remuneration fee of 56,000/- 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 addition 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. 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 15 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 Office

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. A part 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 Jt. Secy No. S-36017/03/2015-SS-1 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 in their notice during the period of their engagement.

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 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.

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 DGFT/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. 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

Interested and eligible candidates are requested to submit their application (in the enclosed format) via email to Ludhiana-dgft@nic.in, along with self-attested copies of the supporting documents and their resume, within 10 days from the date of issue of this advertisement.

And/or

A hard copy of the application may also be sent to this office at the following address. Office of Additional Director General of Foreign Trade, E Block, BRS Nagar, Telephone Exchange Building, Ludhiana. Incomplete application or application received after due date will be rejected.

This issues with the approval of competent authority


(ADITYA SINGH CHAUHAN)

DEPUTY DIRECTOR GENERAL OF FORETGN TRADE

Copy to:

1. Jt. DGFT, HRD-1, DGFT HQ, Vanijya Bhavan, Motilal Nehru Marg Area, New Delhi – 110001 for information and for uploading in the DGFT website.
2. EGTF section, DGFT for publication on website of DGFT.
3. Notice Board

APPLICATION FORM (PROFORMA)

APPLICATION FOR THE POST OF YOUNG PROFESSIONAL ON CONTRACT BASIS IN THE OFFICE OF ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE, LUDHIANA.

1	Full Name (In Block Letters)	PHOTOGRAPH TO BE UPLOADED.		
2	Age and Date of Birth (copy of matriculation certificate to be enclosed)			
3.	E.mail Id			
4.	Mobile Number			
5.	Residential Address			
6.	Address (postal address for correspondence)			
7.	Details of Educational Qualification – from bachelor's degree	Year of passing	Subject/ Specialisation Percentage of Marks/ Grade/GPA	Name and Details of the College/Institution
(a)				
(b)				
(c)				
(d)				
Details of all Employment so far in chronological order				
8.	Name of organization/ firm/ Institution / Office	Post held / designation	Period	Nature of work, duties/ responsibilities (Enclose a separate sheet or CV if required)
(a)				
(b)				

(c)				
9.	Knowledge/Experience of MS Office Tools (Word/power point/ Excel)			
10.	Details of Achievements / awards and commendations			
11.	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.)			
12.	Any other information			

Undertaking:

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. The Police verification Report & Medical cum-fitness certificate is attached.

(Signature of the candidate)

Place:

Date: