



भारत सरकार

Government of India

वाणिज्य और उद्योग मंत्रालय

Ministry of Commerce and Industry

Department of Commerce / वाणिज्य विभाग

Office of the Additional Director General of Foreign Trade, Kolkata

अपर महानिदेशक, विदेश व्यापार का कार्यालय, कोलकाता

4, एस्प्लेनेड ईस्ट, कोलकाता, कोलकाता, पश्चिम बंगाल, 700069

4, Esplanade East, Kolkata - 700069

Email Office: Kolkata-dgft@nic.in, Phone Office: 033 – 2254 5914

F.no. Proposal/Interns/01/2020

Dated: 13/09/2023

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

**I. Background:**

The 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 in New Delhi. From its inception the DGFT has played a critical role in the regulation and facilitation of foreign trade. 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 Zonal Regional Authority, Kolkata is responsible for implementation of the Foreign Trade Policy with the main objective of promotion of exports in the Eastern Zone. The Zone comprises of the states in the East and North-East. This Office issues Scrips/Authorization to exporters and monitors their corresponding obligations.

Zonal RA, Kolkata of DGFT hereby invites applications for preparation of a panel of Young Professionals for engagement in various disciplines to work in implementation of the schemes under

the Foreign Trade Policy. The said engagement with DGFT provides an opportunity to be a part of India's economic development while enabling individual professional growth, in various disciplines, namely. policy formulation and implementation of the schemes under the Foreign Trade Policy. A Young Professional can progressively grow into a role of a 'Consultant' in the fourth year of his/her engagement, thereby becoming a valuable asset for this Department.

## II. Eligibility Criteria:

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

1. **Age** - Age of the candidate must not exceed 35 years as on 30th September 2023.

2. **Details of Posts being advertised:**

Sl. No	Office/Location	Number of Posts	Discipline of Engagement	Amount per head per month
1	O/o The Addl DGFT, Kolkata	07	Legal, Foreign Trade Schemes and Facilitation of Exporters	Rs. 50,000
2	O/o The Addl DGFT, Kolkata	01	Quantitative analysis and drafting of reports	Rs. 40,000

3. **Essential Qualifications-**

Discipline	Qualification required *	Vacancies
Law / Foreign Trade / Management / Data Science	A <b>Post Graduation degree</b> in Law / Management / Economics / B.Tech (in any discipline from an institution in the top 100 in NIRF rankings) from a recognized university and a <b>minimum of 1 year experience</b> , with good computer knowledge (Word, Excel, Data analytics etc.) and <b>technical expertise</b> and knowledge and ability to interact with exporters for facilitation.	<b>07</b> (Rs. 50,000) p.m salary

Arts / Economics / Commerce	A Graduate Degree in Arts or Economics or Commerce with good drafting of reports and quantitative analysis.	<b>01</b> (Rs. 40,000) p.m salary
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\* The Candidate must possess the requisite qualifications on the date of publication of this advertisement and preference will be given to candidates having experience in the field of Foreign Trade.

### **III. Terms & Conditions:**

#### **1. Selection and Work**

- 1.1 Selection of the successful candidates against the vacancies would be made based on the interview of the shortlisted candidates. The shortlisted Candidates will be informed by email to appear for an interview on a particular date/time. No requests for change of interview date/time would be entertained by this office.
- 1.2 The engagement as Young Professionals shall be purely on a contractual basis, initially for a period of one year. 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 submit a medical-cum-fitness certificate issued by any authorized Medical Practitioner prior to engagement.
- 1.7 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.
- 1.8 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 50,000/- 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.
- 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 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 08 days leave 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 Labour & 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 Professional' in the Department. All such information/records/papers/software/emails etc. will be property of Government.

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 **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.

5. For any query/clarifications in the application process, an email with the subject line – ‘Query – Young Professional 2023’ may be sent to the email ID: [Kolkata-dgft@nic.in](mailto:Kolkata-dgft@nic.in). It is to be noted that documentary submissions are to be made via the below mentioned link for application. Submissions through any other medium will not be taken into record.

**Bright, interested, pro-active and eligible candidates (as per eligibility criteria above) may please apply online, using their valid email IDs, along with supporting documents, at the link given below, on or before 6 PM, 15<sup>th</sup> October, 2023 –**

**Link to Apply →** <https://forms.gle/misk93fTMTEpDYf36>

**Incomplete application or applications received after due date will be rejected.**

For further pertinent queries, you may contact **kolkata-dgft@nic.in** / 033 - 22545932

*R Krishna Prasad*  
13/09/23

**Krishna Prasad R**

**Asst. Director General of Foreign Trade, Kolkata  
O/o The Addl. Director General of Foreign Trade**

**Copy to:**

1. JDGFT, HRD-1, DGFT HQ, Vanijya Bhavan, Motilal Nehru Marg Area, New Delhi- 110011 for information and for uploading in the DGFT HQ website.
2. JDGFT, EGTF, , DGFT HQ, Vanijya Bhavan, Motilal Nehru Marg Area, New Delhi- 110011 for information and for uploading in the DGFT HQ website.
3. All the Regional Authorities of DGFT in the Eastern Zone for uploading in their website.
4. Notice Board/Website of the Office of Additional DGFT, Kolkata / Hindi Section.