



F.No. 003/Young Professional/2026-27/CLA-Admn

भारत सरकार

Government of India

वाणिज्य एवं उद्योग मंत्रालय

Ministry of Commerce & Industry

कार्यालयअपरमहानिदेशक विदेशव्यापार (सी०एल०ए०)

Office of the Additional Director General of Foreign Trade (CLA)

'ए' विंग, इन्द्रप्रस्थभवन, आई०पी०एस्टेट, नईदिल्ली - 110002

'A' Wing, Indraprastha Bhawan, I.P.Estate, New Delhi- 110002

Email: cladelhi-dgft@nic.in

New Delhi

Dt. 25th August, 2026

**SUBJECT:ADVERTISEMENT FOR ENGAGEMENT OF YOUNG PROFESSIONALS DURING
YEAR 2026 IN THE OFFICE OF ADDITIONAL DGFT (CLA), NEW DELHI.**

The Office of the Additional DGFT, CLA, A-Wing, I.P. Bhawan, I.P. Estate, New Delhi- 110002 invites applications for engagement of Young Professionals on a contract basis for period of ONE year.

The Directorate General of Foreign Trade (DGFT) is responsible for formulation and implementation of the Foreign Trade Policy, with the main objective of promoting the country's exports. In addition to its core functions, DGFT issues various authorizations and scrips to exporters and monitors the fulfilment of their corresponding obligations through its network of 24 Regional Authorities across India. Engagement with DGFT provides an exciting opportunity to contribute to India's economic growth and trade facilitation initiatives.

Vacancies:

The Number of existing vacancies for engagement of Young Professionals on a contract basis in the Office of the Additional DGFT, CLA, is: **SIX (6).**

Their eligibility criteria, educational qualifications, remunerations and terms & conditions of engagement are as follows:-

Eligibility Requirements

a. Age Criteria:

The applicant should not have attained the age of 35 years as on the closing date for submission of applications and should be in good health.

b. Educational Qualification:

The applicants should possess the requisite educational qualifications prescribed below as on the date of publication of this advertisement:

Economics	Master's Degree in Economics from a recognized University.
Law	Master's Degree in Law / LL.B.
Management / Business Administration	MBA from a recognized University.
Engineering	B.Tech./B.E. in Mechanical, Chemical, Information Technology, Computer Science; or MCA from a recognized university.
Commerce	Master's Degree in Commerce from a recognized University.

c. Remuneration:

Young Professional will be paid a consolidated fee of ₹60,000/- (Rupees Sixty Thousand) per month (minus Professional Tax/TDS as applicable) subject to periodic completion of work certified by the controlling Officer. No other allowances and monetary benefits will be applicable.

d. Period of Engagement:

The period of engagement shall initially be for one year from the date of joining the office. The engagement may be extended or curtailed at the discretion of the Competent Authority based on the requirements of the office and the performance of the Young Professional.

e. Desirable Skills and competencies:

In addition to the prescribed educational qualifications, candidates possessing the following skills and competencies will be preferred:

1. Proficiency in MS Office applications, particularly MS Word, MS Excel, and MS PowerPoint.
2. Good presentation, communication, and interpersonal skills.
3. Ability to comprehend, analyze, and interpret policy documents, government notifications, reports, and data.
4. Experience in research, report writing, drafting of notes, and preparation of presentations.
5. Working knowledge and effective use of Artificial Intelligence (AI) tools and digital productivity tools for research, data analysis, content generation, and workflow management.
6. Knowledge of Foreign Trade Policy, export promotion schemes, and international trade-related matters will be an added advantage.

Terms and Conditions:

a. Working hours shall normally be from 9:00 AM to 6.00PM on working days. However, the Young Professional may be required to work beyond office hours, including weekends/holidays, depending on work exigencies.

b. Leave entitlement shall be 1.5 days per completed month, subject to prior approval of the controlling officer. Unavailed leave shall lapse at the end of the engagement year. Leave without

remuneration may be granted in exceptional cases with approval of the competent authority. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken.

c. Women Young Professionals shall be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017.

d. The Young Professional shall be governed by the Official Secrets Act, 1923 and shall maintain strict confidentiality of all official information. All records, data, and documents generated during the engagement shall remain the property of the Government of India.

e. The engagement is subject to verification of educational qualifications, experience, police verification, and medical fitness. Furnishing of false information shall lead to immediate termination.

f. Addl. DGFT, CLA shall have the right to terminate the engagement at any time by giving 30 days' notice or pay in lieu thereof. The Young Professional may also disengage by giving similar notice.

g. Unsatisfactory performance, misconduct, or conduct prejudicial to the interest of DGFT/Government of India shall result in immediate termination without notice.

h. The Young Professional may be required to travel within India. TA/DA shall be admissible as per the entitlement of an Assistant Section Officer of the Central Government.

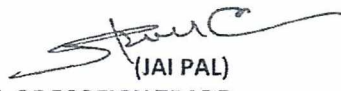
i. Selected candidates shall be required to execute a Non-Disclosure Agreement (NDA) and Non-Compete Agreement, including a cooling-off period, at the time of joining.

j. Engagement as a Young Professional shall not confer any right to regular appointment or future employment in DGFT or any other Government organization.

Application Procedure:

- Apply via Google Form: https://docs.google.com/forms/d/e/1FAIpQLSfr5OSLEnDjN6EUFDQAswCi3ykJAID4EaaiyUnSnzx59_Rosw/viewform?usp=publish-editor
- Email scanned application + documents to: cladelhi-dgft@nic.in
- Send hard copy to: Office of the Additional Director General of Foreign Trade (CLA) 'A' Wing, Indraprastha Bhawan, I.P.Estate, New Delhi- 110002

This issues with the approval of Competent Authority.


(JAI PAL)
JOINT. DIRECTOR GENERAL OF FOREIGN TRADE
for, ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE

Copy to:

1. All Ministries and Departments in Govt of India to give wide publicity Department/ Organisations and attached/ subordinate.
2. NIC Cell of DGFT for uploading on DGFT website.
3. Notice Board(s).

जय पाल/JAI PAL
संयुक्त महानिदेशक विदेश व्यापार
Joint Director, General of Foreign Trade
अपर महानिदेशक विदेश व्यापार का कार्यालय
O/o Additional Director General of Foreign Trade
यांत्रिक एवं उद्योग मंत्रालय, नई दिल्ली - 110002
Ministry of Commerce & Industry New Delhi-110002

**APPLICATION FOR ENGAGEMENT OF YOUNG PROFESSIONALS OFFICE OF THE Addl. DIRECTOR GENERAL OF
FOREIGN TRADE, CLA, NEW DELHI**

Personal Details:

1.	Name of the Candidate	
2.	Father's Name	
3.	Address (Postal Address for Correspondence)	
4.	Permanent Address	
5.	Telephone Number(s)	
6.	Email ID	
7.	Age and Date of Birth	
8.	Qualification	

Educational Qualifications (From Bachelor's Degree Onwards)

Sl. No.	Degree	Year of Passing	Subject / Specialization	Percentage / Grade / GPA	Name of Institution

Details of Current Employment (If Any):

Current Organization & Place of Work (mention Work Mode: Office/Home/Hybrid)	
Current Designation & Salary	
Nature of Work	

Details of All Employment (in Chronological Order):

Sl. No.	Name of Organization	Position Held	Period	Nature of Work / Responsibilities
(a)				
(b)				
(c)				

Achievements and Additional Information:

Sl. No.	Particulars	Details
(a)	Details of Achievements, Awards, and Commendations	
(b)	Additional Information (Supporting Your Suitability for the Role)	
(c)	Any Other Information	

Declaration :

- a) I hereby declare that the information provided above is true and correct to the best of my knowledge. No material facts relevant to my selection have been suppressed or withheld.
- b) If any information or declaration is found to be incorrect at any stage, I shall be solely responsible, and appropriate action may be taken against me.
- c) I agree to abide by all the terms and conditions of the contract. I also confirm that the Police Verification Report and Medical Fitness Certificate are attached.

Signature of the Candidate

Place:

Date: