

**ADVERTISEMENT FOR ENGAGEMENT OF A CREATIVE ASSOCIATE-  
DESIGN (GRAPHIC DESIGNER) PROFESSIONAL IN THE OFFICE OF  
ADDITIONAL DGFT (CLA), GOVERNMENT OF INDIA, NEW DELHI**

**A Brief about the office of Additional DGFT CLA:**

The Office of the Additional DGFT (CLA), is the Northern Zone Head Quarters of Directorate General of Foreign Trade (DGFT), an attached office of the Department of Commerce under the Ministry of Commerce & Industry, Government of India. Till 1992 this office was known as the Office of Joint Chief Controller of Imports & Exports (as a part of Chief Controller of Imports and Exports).

There are 8 Regional Offices spread across the North Zone. The territorial jurisdiction of each office is delineated in Appendix 1A of the DGFT.

Presently, it is the nodal organisation for export promotion, trade control & regulation. The officials of this office are fully equipped to attend to various kinds of challenges relating to merchandise imports & exports. The main functions of the office, inter alia, are to issue IEC Code for the new exporters, to administer promotional measures and to administer duty remission schemes for both physical exports and deemed exports.

**A Brief about the DGFT:**

Right from its inception till 1991, when liberalization in the economic policies of the Government took place, this organization has been essentially involved in the regulation and promotion of foreign trade through regulation. Keeping in line with liberalization and globalization and the overall objective of increasing of 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. In addition to its basic objectives, this Directorate also issues scrips/authorization to exporters and monitors their corresponding obligations through a network of its regional offices.

Department of Commerce through the Director General of Foreign Trade (DGFT) is also engaging with State / UT Governments to take forward 'Districts as Export Hub' initiative in the districts and enable its implementation in a phased manner, with the objective of mobilizing the potential of each district of the country to achieve its potential as an export hub.

**Invitation to Applications for engagement as Creative Associate:**

The office of Additional DGFT (CLA) hereby invites applications for engagement of a Creative Associate Professional on contractual arrangement to work with District Export Hub and Niryat Bandhu Desk at CLA Delhi and DGFT HQs. The engagement with Additional

DGFT office provides an exciting opportunity to be a part of India's economic growth as well as grow professionally with experience.

All the interested candidates should apply within prescribed time in the format shared as **annexure A** to this notification.

\*The candidates should possess requisite qualification on the date of publication of this advertisement

**Other terms & conditions:**

- (1) The engagement as Creative Associate shall be initially for a period of one year.
- (2) The engagement will be on purely contractual basis for a period of one year from the date of joining at an all-inclusive contractual amount of Rs. 50,000/- (Rupees Fifty Thousand only) per month, inclusive of TDS, as applicable. No other allowances and monetary benefits will be applicable.
- (3) After induction in Additional DGFT office on contractual terms, the selected candidate may be required to travel any place in India as and when required in connection with the official work of the office. While on tour, TA/DA will be provided as admissible to Assistant Section Officers of this office.
- (4) The engagement is on the basis of information/declaration furnished by the candidate. The candidate would be solely responsible for any information/declaration being found incorrect at any stage of engagement and consequential action as deemed necessary would be taken by the Directorate.
- (5) This Contractual engagement does not confer any right to claim any permanent post in the Directorate General of Foreign Trade in future.
- (6) The Additional DGFT office reserves the right to terminate the engagement of the Creative Associate at any stage in the event of a serious failure to perform tasks assigned or on failure to observe any standards of conduct by giving one month's notice or pay in lieu thereof on either side;
- (7) The competent authority may require the Individual Creative Associate to submit a Statement of Good Health from a recognized physician prior to commencement of work in the office.
- (8) 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, the Creative Associate may be required to sit late and may be called on Saturday/ Sunday and other holidays also.
- (9) The engagement as Creative Associate is subject to verification of documents related to educational qualification and experience. If any information/documents submitted by Creative Associate 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.



- (10) The Creative Associate 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. Unavailed 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. 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 designer may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No. S-36017/03/2015-55 I dated 12th April, 2017.
- (11). The Creative Associate 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 'Graphics/Creative Designer' in the Department. All such information/records/papers/software/emails etc. will be property of Government.
- (12). The Creative Associate 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.
- (13). The Creative Associate shall be expected to conduct him/her self 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.
- (14). In the unfortunate event of the death, injury or illness while serving DGFT, the Creative Associate or the next of kin shall not be entitled to any compensation or Appointment.
- (15). The Creative Associate 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.
- (16). The Creative Associate 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 Creative Associate's sole expense, such life, health and other forms of insurance as he/she may consider to be appropriate to cover the period during which the he/she provides services under the Contract.
- (17). The period of engagement would commence from the date of joining at the office of Additional DGFT, CLA Delhi.
- (18). The period of engagement as the Creative Associate will not confer any claim or right for subsequent engagement/employment with DGFT or any other Government Department at a later date.

(19). The competent authority in DGFT reserves the right to terminate the Graphic Designer at any stage in event of a serious failure to perform the task assigned or of failure to observe any standards of conduct.

(20). Interested and eligible candidates should apply, using their valid email ID along with supporting documents, at the Email ID **cladelhi-dgft@nic.in** within two weeks' time from the date of issue of advertisement i.e. latest by **28.04.2023** Hard copy of the application may also be sent to this Directorate at the following address through speed post: The FTDO (Admin), The Additional Director General of Foreign Trade (CLA), "A" Wing Indraprastha Bhawan I P Estate, New Delhi - 110002

(21). For any query / clarification, the following officer may be contacted during office hours on any working day :Sh. Rajan Joshi, FTDO ([rajan.joshi@nic.in](mailto:rajan.joshi@nic.in)).

Bright young graduates and post-graduates are invited to use this opportunity and gain valuable experience in enhancing their career prospects through engagement as the Graphic Designer in the Additional DGFT Office, CLA, Delhi.



(C.K. MISHRA)

JT. DIRECTOR GENERAL OF FOREIGN TRADE (ADMN.)  
For ADDL. DIRECTOR GENERAL OF FOREIGN TRADE

Latest Passport  
Photo

**Annexure A: Format of application**

1. Name:
2. Gender:
3. DOB:
4. Age:
5. Place of Birth:
6. Nationality:
7. Marital Status:
8. Whether belongs to SC/ST/OBC community (if so, please give details and attach copy of certificate) :

9. Religion:

10. Disability, if any (Please attach the certificate for the same, if applicable):

11. Permanent Address with Phone number:

12. Correspondence address with phone number and email id:

13. Qualifications and Educational History (Starting from Senior Secondary or equivalent):

Examination	School/University	Subject	Year of Passing	% of Marks/Grades




14. Other notable qualifications:

15. Work Experience Details:

Employer	Designation of the post held	Period of service		Salary
		From	To	

16. Hobbies and Interests:

17. Achievements in Sports:

18. Any other relevant projects done/work experience/leadership exhibited:

*I' hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.*

Place:

Date:

Signature of the Candidate