



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE
'C' BLOCK, PMT COMMERCIAL COMPLEX, SHANKAR SHETH ROAD, SWARGATE,
PUNE – 411037

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EMAIL : pune-dgft@nic.in

13th July 2023

**Advertisement for Engagement of Young Professionals on contract basis in the
Office of Joint Director General of Foreign Trade, Pune**

1. The Office of Joint Director General of Foreign Trade, Pune, which is a regional office of the Directorate General of Foreign Trade, Ministry of Commerce and Industry, Government of India, invites applications for engaging Young Professionals on contract basis for a period of one year.
2. The Directorate General of Foreign Trade, New Delhi 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 Scrip's/Authorisations to exporters and monitor their corresponding obligations through a network of 24 regional Offices. The engagement with Directorate General of Foreign Trade provides an exciting opportunity to be a part of India's economic growth.
3. The total number of vacancies for Young Professionals to be engaged on contract basis in the Office of the Joint DGFT, Pune is Four (04).
4. The eligibility, Educational qualification, remuneration and terms and conditions of the contract are as under:- Eligibility Requirements:
 - a. Age criteria: - The applicant should not have crossed the age of 30 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.
 - b. Educational Qualification: - The applicants should possess the following requisite qualification on the date of publication of this advertisement.

Discipline	Eligibility Criteria
Economics	Graduates/Masters in Economics from a recognized university.
Law	LLB/Masters in Law from a recognized university *
Management / Business Administration	Graduates/Master's in Business Administration (MBA) from a recognized university.
Commerce	Graduates/Masters in Commerce from a recognized university.

* Preference will be given to law graduates/postgraduates

c. Remuneration: - The Young Professional will be paid a consolidated remuneration of Rs. 50,000/- per month.

5. Period of engagement: - Period of engagement will be initially for a period of one year, from the date he/she joins the office, which can be extended or curtailed at the discretion of the Competent Authority;

6. Terms and conditions:-

(a) The Young Professionals will be paid a consolidated fee per month of Rs. 50,000/- (minus Professional Tax/TDS as applicable) respectively, subject to periodic completion of work certified by the Controlling Officer. They will be not be entitled for any other allowance or facility in addition to the consolidated fee.

(b) The engagement as Young Professionals shall be initially for a period of one year, on Contract basis.

(c) The Competent Authority in office of the Joint Director General of Foreign Trade, Pune may require the individual Young Professional to submit a statement of good health from a recognized physician prior to commencement of work in the office of the Joint DGFT, Pune.

(d) 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 insurance, health insurance and other forms of insurance as the individual Young Professional may consider to be appropriate to cover the period during which individual Young Professional provides services under the contract.

(e) 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 to be false/wrong at any stage, his/her

engagement will be terminated immediately and appropriate action will be taken against him/her as per rules.

(f) Selection shall be purely on merit.

(g) Working hours shall normally be from 09.30 AM to 06:00 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 also.

(h) 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. However, in exceptional cases like need for professional development, training etc. this condition may be relaxed with the approval of Competent Authority, subject to official exigencies. 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-1 dated 12th April, 2017.

(i) 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.

(j) 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.

(k) Young Professional shall be expected to conduct him/her 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.

(l) In the unfortunate event of the death, injury or illness while serving DGFT, Young Professional/Consultant or the next of kin shall not be entitled to any compensation or appointment.

(m) Young Professionals 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.

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

(o) The period of engagement would commence from the date of joining at DGFT.

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

(q) 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.

(r) 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.

7. Interested and eligible candidates should send their signed applications (as per the enclosed perform- Annexure - I), by email to pune-dgft@nic.in on or before 31st July 2023 by 5.30 pm. A hard copy of the signed application may also be sent to the Office of the Joint Director General of Foreign Trade, C Block, PMT Commercial Complex, Shankar Shet Road, Behind Income Tax Office, Near Swargate, Pune 411 037. Incomplete application or applications received after due date will be rejected.



Krishna Das Nair
Foreign Trade Development Officer
Pune.

Copy to:

1. DDGFT, HRD-1, DGFT HQ, Vanijya Bhavan, Motilal Nehru Marg Area, New Delhi – 110001 for information and for uploading in the DGFT website.
2. All Regional Authorities of the DGFT in the Western Zone for uploading in their website.
3. Notice Board

Application Form (Proforma)

Affix Latest
Passport Size
Photograph

I. APPLICATION FOR ENGAGEMENT OF YOUNG PROFESSIONALS at Office of the Joint DGFT, Pune

II. 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 (copy of matriculation certificate to be enclosed)				
8	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)					
9	Do you have the required post-graduation in Economics /Commerce/Business Administration /Engineering / law	Yes /No (please attach a copy of your Post-Graduation degree certificate / provisional certificate & mark sheet)			

10	Details of additional certifications and specializations /research work	a) b) c)		
Details of Current Employment				
11	a) Current organization & place of work (also state if you work from home/ office /hybrid)			
	b) Current designation & salary			
	c) Nature of work			
Details of all Employment so far in chronological order				
12	Name of organization/ firm/ Institution / Office	Post held / designation	Period	Nature of work, duties/ responsibilities (Enclose a separate sheet if required)
a				
b				
c				
d				
13	Details of Achievements / awards and commendations			
14	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.)			
15	Any other information			

III. 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.

Place:
Date:

Signature of the Candidate