

Government of India
Ministry of Commerce & Industry
Department of Commerce
Office of the Joint Director General of Foreign Trade, Kochi

Kochi
Dated: 17th June, 2026

ADVERTISEMENT FOR ENGAGEMENT OF YOUNG PROFESSIONALS ON CONTRACT BASIS

The Office of the Joint Director General of Foreign Trade (JDGFT), Kochi invites applications for engagement of Young Professionals on a contract basis for a period of one year.

The Directorate General of Foreign Trade (DGFT) is responsible for the formulation and implementation of the Foreign Trade Policy, with the primary objective of promoting the country's exports. In addition to its core functions, DGFT issues various authorisations 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.

The number of vacancies for engagement of Young Professionals on a contract basis in the Office of the Joint Director General of Foreign Trade, Kochi is Two (02).

The eligibility criteria, educational qualifications, remuneration, and terms and 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 to effectively discharge the assigned duties.

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 from a recognized University / LL.B.

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

c. Remuneration

The Young Professional will be paid a consolidated remuneration of ₹56000/- (Rupees Fifty Six Thousand only) per month.

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, analyse, 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 5:30 PM 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.
- 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. DGFT 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:

How to Apply

Interested and eligible candidates are invited to apply through the Google Form (<https://forms.gle/or24TTKxSvcfzs166>) using their valid email ID on or before **30 June 2026**.

The candidates shall also:

1. Fill in the prescribed Application Form annexed to this notification.
2. Affix a recent passport-size photograph in the in the application form.
3. Scan the duly filled and signed application form along with self-attested copies of educational qualifications, experience certificates, identity proof, and other relevant supporting documents.
4. Send the scanned copy of the application form and supporting documents by e-mail to cochin-dgft@nic.in with the subject line: "**Application for Engagement as Young Professional – [Name of Candidate]**"
5. Forward the hard copy of the duly filled application form, along with self-attested copies of all supporting documents, by post/speed post to the following address:

The Office of the Joint Director General of Foreign Trade
Directorate General of Foreign Trade
Kendriya Bhavan, Kakkanad
Cochin – 682037, Kerala

The application submitted through the Google Form, e-mail, and hard copy should contain identical information. Applications received after the prescribed last date or found incomplete in any respect are liable to be rejected without further correspondence.

Google form: <https://forms.gle/or24TTKxSvcfzs166>



Hassan Usaid NA
Deputy Director General of Foreign Trade
RA Kochi, DGFT

APPLICATION FOR ENGAGEMENT OF YOUNG PROFESSIONALS
OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE
KOCHI, DGFT, KAKKANDU

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):

Degree	Year of Passing	Subject Specialization /	Percentage Grade / GPA /	Name of Institution
(a)				
(b)				
(c)				

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):

Name of Organization	Position Held	Period	Nature of Work / Responsibilities
(a)			
(b)			

Name of Organization	Position Held	Period	Nature of Work / Responsibilities
(c)			
(d)			

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.

Place: _____

Date: _____

Signature of the Candidate