



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE,
NISHTHA BHAVAN, 48, SIR VITHALDAS THAKERSEY MARG,
MUMBAI – 400 020.
TEL. No.22038094/22017716/22033097/22031074/22066300

Date: 01/02/2024

**ADVERTISEMENT FOR ENGAGEMENT OF YOUNG PROFESSIONALS IN THE ZONAL OFFICE ,
MUMBAI, DIRECTORATE GENERAL OF FOREIGN TRADE, MINISTRY OF COMMERCE.**

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. From its inception the organization has played a critical rôle in trade promotion through regulation. Keeping in line with policies of liberalization and globalization introduced in 1991 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.

2. 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.
3. The various offices of DGFT, known as Regional Authorities, act as the field offices of the DGFT, enabling implementation of the Foreign Trade Policy and Zonal office, Mumbai is one of offices of DGFT. Due to the bustling trade in and around Mumbai, the office offers great opportunity for learning.
4. The Office of Additional DGFT, Mumbai invites applications for engagement as Young Professionals in various disciplines to work on implementation of the schemes under the Foreign Trade Policy. Internship with DGFT provides an exciting opportunity to be a part of India’s economic growth as well as grow professionally with experience.
5. The disciplines for which Young Professionals would be engaged and the required essential qualifications for each are as under:

Essential Qualifications:

Discipline	Qualification required *	Vacancies
Law	Masters in Law from a recognized University	1
Management	Master in Business Administration(MBA) form a recognized University	1
Engineering	B.Tech/BE (IT)/MCA from a recognized University	1

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

6. Other terms & conditions:

- i) The Young Professionals will be paid a consolidated fee of Rs.50000/- per month (minus Professional Tax/TDS as applicable), 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.
- ii) The engagement as Young Professionals shall be initially for a period of one year.
- iii) The competent authority in the DGFT/Addl.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/Office of Addl.DGFT.
- iv) 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.
- v) 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.
- vi) 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 also.
- vii) 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. 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

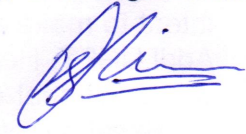
professional development, training etc. this condition may be relaxed with the approval of Commerce Secretary, subject to official exigencies. Apart from this, the women Young Professional may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No.S-36017/03/2015-SS-I dated 12 th April, 2017.

- viii) 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.
- ix) Young Professionals shall not represent them or otherwise make public with the intent to make a commercial advantage of their engagement with DGFT/Office of Addl.DGFT. He/she shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or DGFT/Office of Addl.DGFT or any abbreviation of the name of DGFT/Office of Addl.DGFT, in connection with business or otherwise without the prior written permission of the competent authority of DGFT/Office of DGFT.
- x) 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/Office of Addl.DGFT/Government of India, his/her services will be terminated forthwith, without any notice period or compensation.
- xi) In the unfortunate event of the death, injury or illness while serving DGFT/Office of Addl.DGFT, Young Professional/Consultant or the next of kin shall not be entitled to any compensation or Appointment.
- xii) 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.
- xiii) 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.
- xiv) The period of engagement would commence from the date of joining at Office of Addl.DGFT.
- xv) The period of engagement as Young Professional will not confer any claim or right for subsequent engagement/employment with DGFT/Office of Addl.DGFT or any other Government Department at a later date.

xvi) The competent authority in the DGFT/Office of Addl.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.

xvii) 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 only should apply, using their valid email ID, along with supporting documents, and will email to **hrdmum-dgft@nic.in** before 15/02/2024 with the subject: Application for Young Professional . A hard copy of the application may also be sent to this office at the following address: Deputy DGFT(HRD), O/o Addl.DGFT, Nishtha Bhavan, 48, Sir Vithaldas Thackersey Marg, Churchgate, Mumbai – 400 020.



(Vishwajeet G Chimankar)
Deputy Director General of Foreign Trade
(Admn. HRD, Mumbai)
Phone Number :022-22017716/Ext. 118
E-mail ID: hrdmum-dgft@nic.in

(Issued from F.No.01/04/2022/YP/HRD/Mum)

Application Form for Young Professional

Photo

1. Name (in Block Letters)
2. Date on Birth :
3. Gender: Male/ Female
4. Email :
5. Mobile Number :
6. Residential Address:

7. Educational Qualification:

S.No.	Qualification Type	Year of Passing	Subject/ Specialisation	University/ Institute	Class/Division Marks obtained

8. Work Experience (In reverse order, starting from the latest). If any :

S.No.	Name of Employer	Designation	Responsibilities Assigned	From (Date)	To (Date)

9. Any other information which the candidate may like to submit:
(May attach separate sheet if required)

I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found

that any information given in this application is false/incorrect or that I do not satisfy the eligibility criteria, my candidature/engagement is liable to be cancelled/terminated. I have read and understood the stipulations given in the advertisement and hereby undertake to abide by them.

Place:

Date :

Signature of the applicant