



भारत सरकार / Government of India

वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce and Industry
विदेश व्यापार महानिदेशालय / Directorate General of Foreign Trade
आंचलिक अपर महानिदेशक विदेश व्यापार का कार्यालय
Office of the Zonal Additional Director General of Foreign Trade
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Dated: 16.05.2025

VACANCY CIRCULAR

Subject: Engagement of Young Professionals on contract basis in the Office of Zonal Additional Director General of Foreign Trade, Shastri Bhawan, Chennai – inviting applications there of – reg.

The Office of Zonal Additional Director General of Foreign Trade, Chennai, which is the Zonal 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 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 basis objectives, this Directorate also issues Scrips/Authorisations to exporters and monitor their corresponding obligations through a network of 24 regional Offices and an extension counter at Puducherry. The engagement with Directorate General of Foreign Trade provides an exciting opportunity to be a part of India's economic growth.

3. The number of vacancies for Young Professionals (Legal) to be engaged on contract basis in the Office of Zonal Additional DGFT, Chennai is 01.

4. The eligibility, Educational qualification, remuneration and terms and conditions of the contract are as under:-

Eligibility Requirements:

- Age criteria :-** The applicant should not have exceeded the age of 30 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.
- Educational Qualification:-** The applicants should possess the following requisite qualification on the date of publication of this advertisement.

Discipline	Eligibility Criteria
Law	Bachelor's degree in Law from a recognized university.

c. **Remuneration:-** The Young Professional will be paid a consolidated fee of Rs. 60,000/- 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. 60,000/- (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.
- (c) The Competent Authority in DGFT may require the individual Young Professional to submit a statement of good health from a recognized physician prior to commencement of work in the Zonal Office of DGFT., Chennai.
- (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 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 09.15 AM to 05.45 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) 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.
- (i) Young Professionals may be required to travel to any place in India. While on tour TA/DA will be admissible as to the post of Foreign Trade Development Officer of the O/o Zonal Additional Director General of Foreign Trade, Chennai.

7. Interested and eligible candidates should send their applications (in the enclosed annexure - I), by email to chennai-dgft@nic.in on or before **26.05.2025** by **05.30 P.M.** A hard copy of the application may also be sent to the Office of the Zonal Additional Director General of Foreign Trade, 26, Haddows Road, 4th Floor, Shastri Bhavan Annexe, Chennai – 600 006. Incomplete application or applications received after due date will be rejected.

8. Ministries / Departments, etc are requested to give wide publicity in their respective Departments / Organizations and attached/subordinate offices.

This is issued with the approval of Zonal Additional Director General of Foreign Trade, Chennai

Amal.

(AMAL BAHULEYAN .K)

ASSISTANT DIRECTOR GENERAL OF FOREIGN TRADE

Copy to:

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

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ANNEXURE – I

Application Form
(Proforma)

Affix Latest
Passport Size
Photograph

I. APPLICATION FOR ENGAGEMENT OF YOUNG PROFESSIONALS

II. Details:

1	Name of the Official	Male <input type="checkbox"/>				Female <input type="checkbox"/>	
2.	Address						
3.	Present Designation (If any)						
4	Present Office Address and Telephone number (If any)						
6	Age and Date of Birth						
7	Educational qualifications						
8	Qualification (details)	Year of passing	Percentage of Marks/Grade				
	a)						
	b)						
	c)						
	d)						
	e)						
9	Details of Employment in chronological order:						
	Office / Institution	Post held	Period		Revised Pay (7 th CPC)	Nature of duties (attach separate sheet if required)	
			From	To			

10	Whether you possess any of the following discipline for the post.	Required Qualification	Yes/No	If yes , Details (with supporting documents)
	LAW	Bachelor's degree in Law from a recognized university.		
11	Additional information, if any, which you would like to mention in support of your suitability for the job. Enclose a separate sheet, if the space is insufficient with signature.			

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.

Place: _____
Date: _____

Signature of the Candidate _____
Address: _____
Mobile No. _____
Email -ID: _____