

**No. T-11/8/2023-IC**  
**Government of India**  
**Ministry of Micro, Small & Medium Enterprises**

**Udyog Bhawan, New Delhi**  
**Dated 20.05.2025**

**Vacancy Circular**

**Subject: Filling up of 2 vacancies for Young Professionals in International Cooperation Section, Ministry of Micro, Small & Medium Enterprises (MSME)-reg.**

Ministry of Micro, Small & Medium Enterprises invites applications from the eligible candidates for filling up of the following vacancies purely on contract basis, in International Cooperation Section, Ministry of MSME as under:

Sl. No.	Name of the Post	<u>Young Professional</u>
1.	No. of personnel to be engaged on contract basis	Two
2.	Period of engagement	One year
3.	Role	Following tasks are required to be carried out by Young Professional: <ul style="list-style-type: none"><li>- matters related to bilateral/multilateral cooperation with other countries.</li><li>- for carrying out research related work for various matters, noting/drafting, arranging/preparing for meeting etc.</li><li>- matters related to implementation of new components of IC Scheme namely, Capacity Building of First Time Exporters (CBFTE) which involve examining of claims for RCMS, Insurance premium for export etc.</li><li>- noting/drafting and miscellaneous work related to IC scheme.</li><li>- research work and examination of other important matters.</li></ul>



		Masters Degree in Economics / International Trade / International Relations / International Business / Engineering / Management OR 2 years PG Diploma/MBA in International Business or International Relations or International Trade, OR candidates having qualification of CA/ICWA/CS.  <b><u>Experience</u></b> 01 year experience of dealing with international relations/ foreign-trade related matters/Central Sector Scheme. <u>Desirable:</u> Knowledge of:- a) Noting/Drafting b) International Trade
5.	Remuneration	Rs 60,000 per month
6	Age Limit (Upper)	32 Years

2. The terms and conditions for appointment on contract basis shall be in accordance with the guidelines laid down by Ministry of MSME vide order no. A-12011/1/2016-HR dated 08.08.2024 or subsequent guidelines issued by M/o MSME in the matter.

3. The Department reserves right to reject any application without assigning any reason for it and also revise Terms and Conditions of engagement of YPs/Consultants.

4. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed Proforma (Copy enclosed as Annexure-I) vide email to [ic.sec-msme@gov.in](mailto:ic.sec-msme@gov.in) and Copy to: [salik.parwaiz@nic.in](mailto:salik.parwaiz@nic.in) in super-scribed **"Application for engagement as Young Professional on contract basis in International Cooperation Section in Ministry of MSME"** which should reach this office latest by 5.00 p.m., on 19.06.2025.

(Neelam Sharma)

Under Secretary to Government of India

To

1. Notice Board of Ministry of MSME
2. NIC for uploading this circular on the website of Ministry of MSME
3. Deputy Secretary (HR), Ministry of MSME
4. Director, Indian Institute of Foreign Trade (IIFT) with a request to publish the vacancy circular on their notice board & website.

Copy to: - PSO to JS(SME), M/o MSME

**Annexure-I**

**Proforma for applying for vacancies in International Cooperation Section,  
Ministry of Micro, Small & Medium Enterprises (MSME)**

**Application for engagement as Young Professional in International Cooperation  
Section, Ministry of Micro, Small & Medium Enterprises (MSME)**

1.	Name in full (Block letters)													
2.	Educational (matriculation onwards) Qualifications(Photocopy of documents supporting educational qualification and experience should be enclosed)													
	S.No.	Qualification	Name of Institution	Period of Study	Tick the relevant			Tick the relevant			Self Declaration Whether meets the eligibility qualification requirement			
	1	2	3	4	5			6			7			
				From	To	Part Time	Full Time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other
3.	Experience													
	S.No.	Complete Designation & Place of Posting	Name of the organization	Period of stay	Period			Self declaration whether meets the experience requirement			Nature of duties in support of the declaration			
	1	2	3	4	5			6			7			
					From	To		Yes	No					
4.	Date of Birth													
5.	AADHAR No (Enclose Xerox copy)													
6.	Last Salary drawn(in Rs,)													
7.	PAN No. (Enclose Xerox copy)													
8.	Complete residential address													

9.	Mobile Number	
10.	E-mail I.D	
11.	Additional relevant information, if any , in support of your suitability for the said engagement, attach a separate sheet, if necessary.	
12.	Availability  (Time required for joining)	
13.	Achievement (if any)(Maximum 500 words)	

A recent passport size photograph may be pasted at the top right corner of the application proforma.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read the Vacancy Circular and ready to accept all the term & conditions for engagement as Young Professional in International Cooperation Section, Ministry of Micro, Small & Medium Enterprises (MSME). I will produce original documents regarding qualification and experience at the time of interview.

(Signature of the Candidate)

Place:

Date: