



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के तहत मानक विश्वविद्यालय)
(Deemed to be University under Ministry of Commerce & Industry, Govt. of India)

Engagement of Senior Administrative Assistants purely on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India engaged in education, training and research in the area of International Business. The Institute intends to engage experienced personnel as Senior Administrative Assistant on contract basis to assist in administrative and academic work of the Institute for a period of one year.

Educational Qualification & Experience

1. The candidates must have a Graduate Degree in Arts/Commerce/Science with at least 50% marks. Post-Graduation shall be a desirable qualification.
2. Good command over English language (both written and spoken) with good computer knowledge.
3. Minimum 3 years post qualification experience in similar position.
4. The candidate should be capable of interacting and coordinating with students, faculty members and administration.

Job Profile: To assist in administrative work for smooth functioning of different academic as well as administrative activities and to be the interface between the students, faculty members and administration. The candidate must exhibit capability to adhere to strict timelines and discipline.

Age Limit: 35 Years as on last date of receipt of applications.

Tenure: The appointment will be purely on contract basis initially for a period of one year. The tenure may be extended further depending upon performance of the candidate and requirement of the institute.

It is mandatory to attend office on every Saturday and Sunday for smooth conduct of classes. One weekly off will be given on any day during Monday to Friday.

Emoluments: The candidate will be paid a consolidated salary of Rs. 30,000 - 35,000/- per month based on experience and qualification of the candidates.

In case of a large number of applications, the Institute may apply higher benchmarks for shortlisting of eligible candidates for further selection process.

Selected candidates will have to join duty immediately on receipt of the offer.

Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to shortlisting applicants in any manner as may be considered appropriate and no reason of rejection shall be communicated in any case.

IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reason for not being called for interview.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **10.05.2023**.

Link - http://docs.iift.ac.in/recruit/solo.asp?jcode=SAA_May23

Only the shortlisted candidates shall be informed by E-mail to appear for the test and interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.