



**INDIAN INSTITUTE OF FOREIGN TRADE  
(Deemed to be University)**

Indian Institute of Foreign Trade (IIFT) is a premier institution of education, training and research in the area of International Business set up by Ministry of Commerce & Industry, Govt. of India.

APPLICATIONS ARE INVITED FROM INDIAN NATIONALS FOR FILLING UP OF THE POST OF FINANCE OFFICER ON DEPUTATION/TENURE BASIS FOR FIVE YEARS AT DELHI CAMPUS OF IIFT.

1.	Name of the Post	Finance Officer
2.	Pay Level	Level - 14
3.	Number of Vacancy	01
4.	Period of Tenure/Deputation	On tenure basis through open selection for five years or on deputation basis. The post of Finance Officer would be filled preferably on deputation basis.
5.	Age Limit	Not exceeding 56 years as on the closing date of receipt of application for deputation and 55 years for others.
6.	Educational and other qualifications required:	<b>Essential:</b> 1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.  2. (i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 or above including as Associate Professor with experience in Educational Administration, Or (ii) Comparable experience in research establishments and other institutions of higher education Or (iii) 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post at Level 12.

		<p><b>Desirable:</b> Preference would be given to persons having worked in an Organised Accounts Service in Central/State Government, with similar status.</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. The appointment shall be for tenure of 05 years which could be renewed for further similar terms or on deputation basis</li> <li>2. Nominations/Panel of officers fulfilling the eligibility requirement and having worked on an organised accounts service may also be invited from Ministries of Central Government.</li> </ol>
7.	How to apply	<p>Candidates are advised to apply online through the link : <a href="http://docs.iift.ac.in/recruit/solo.asp?jcode=FO%20APRIL2023">http://docs.iift.ac.in/recruit/solo.asp?jcode=FO APRIL2023</a> alongwith self-attested copies of certificates in proof of age, qualifications, experience, copies of APARs for the last five years and vigilance clearance certificate. At the time of uploading CV in prescribed format (link: <a href="https://www.iift.ac.in/iift/docs/vacanciesdoc/FO_Application_Performa.pdf">https://www.iift.ac.in/iift/docs/vacanciesdoc/FO Application Performa.pdf</a> ) all supporting documents must be uploaded in one single pdf file</p>

## GENERAL CONDITIONS/INSTRUCTIONS:

1. Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the post.

If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2. One recent passport size photograph should be pasted on the top right hand corner of the application. Application without photograph will be treated as incomplete application.
3. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/particulars submitted by the candidate in the Application will be entertained once the application is submitted.
4. In addition to the Matrix as per 7th CPC as mentioned against the post, the post carrying the usual allowances admissible under IIFT rules in the corresponding Pay Matrix.
5. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.
6. Outstation SC/ST candidates called for interview will be paid 2nd AC Railway fare from the place of duty/residence to Delhi and back by the shortest route and no cash will be paid on the spot.
7. Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should apply THROUGH PROPER CHANNEL failing which such candidates shall be required to produce NOC at the time of interview.
8. Incomplete application will be summarily rejected.
9. Other Terms and Conditions of deputation shall be as per Recruitment Rules of IIFT and the consolidated guidelines on deputation as per DoPT OM No. 6/8/2009-Estt(PayII) dated 17-06-2010.
10. No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.

11. IIFT strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
12. Applicants selected for appointment may be required to go through police verification before or after joining.
13. Essential qualifications/experience prescribed is the minimum and mere possession of them will not entitle an applicant to be called for interview. In case of large number of applicants, the scrutiny committee may apply higher benchmark than the minimum essential/desirable qualifications to shortlist the candidates for interview.
14. Original certificates should be produced only at the time of interview. However, attested photocopies of testimonials may also be attached with the application in support of educational qualifications and experience etc.
15. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training as amended from time to time and also as per the IIFT recruitment rules.
16. The vacancies are liable to increase or decrease.
17. The dates of test / interview will be notified on the Institute's website and the same will be communicated through email (as provided in the application form) to the shortlisted candidates.
18. IIFT reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).
19. Canvassing in any form will lead to disqualification.
20. Corrigendum, if any, shall be posted on the Institute's Website only.
- 21. The last date for receipt of the complete online application is 20<sup>th</sup> May 2023 (Saturday) by 11:59 PM.**

**(Dr. P.K. Gupta)**  
**Registrar**