



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University – Under Department of
Commerce, Govt. of India)

Dated: 13th July, 2023

Subject: - Engagement of Retired Government Servants on contract basis as Consultants at IIFT

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 invites applications from the Government servants who have retired or will retire by 31.07.2023 from UGC/AICTE/NAAC/MHRD/Ministry of Education for engagement as Consultant on contract basis as per the following details:-

Number of Positions	Age Limit	Eligibility	Remuneration Per month
01	Should not have attained the age of 63 years as on closing date	a) Should have retired as Deputy Secretary or at equivalent or higher level from UGC/ AICTE/ NAAC/ MHRD/ Ministry of Education (15600-39100 with grade pay Rs. 6600 in Pay Band-3 or equivalent in the parent cadre/ Department) b) Should possess working knowledge of computer applications required in day to day functioning of office with proficiency in typing in English/Hindi	To be calculated by deducting the pension from the Basic Pay drawn at the time of retirement.

- Interested candidates, who fulfill the eligibility criteria, after going through detailed terms and conditions as mentioned in Annexure-I, may submit their application through the link below latest by **30.07.2023** -

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=ConsR_July23

It may be noted that PHYSICAL submission of application by way of post or in person will NOT be entertained.

Terms and Conditions

1. Period of engagement

The engagement shall be initially for a period of one year which may be extended / curtailed depending upon the performance of the Consultant or functional requirement of the office with the approval of the Competent Authority.

2. Selection Procedure

The engagement will be purely on contract basis and will not confer any right for regular appointment. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates on the basis of interview.

The Institute reserves the right to reject any application without assigning any **reasons**.

3. Remuneration

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement.

4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform following duties:

- (a) Ensure implementation of regulations issued by regulatory bodies like AICTE/UGC/NAAC etc.
- (b) Getting the approvals of the regulatory bodies for various academic activities like starting a new diploma/degree courses, setting up of a new centre of excellence, and setting up of a new off-campus etc. by submitting relevant data in the prescribed formats on the online portals of UGC/AICTE and accreditation councils.
- (c) Sending the information required by the regulatory bodies in a timely manner.
- (d) Performing all other tasks as assigned by the Competent Authority.

5. Leave

The Consultant will be entitled for 8 Casual Leaves and 30 Earned leaves during the period of contract of one year. Encashment of earned leaves is not allowed.

6. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holidays, if required. The consultant may be required to mark his/her attendance in Bio-metric System.

7. Tax deduction

The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at the Institute.

8. Termination of service

The engagement may be terminated at any time without assigning any reasons by giving a notice of one month. In case, a Consultant desires to resign from the post, he/she has to give 30 days' notice which can be curtailed/ extended depending upon the workload.

* In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

9. Guidelines for the submission of the application

The duly complete application in prescribed performa should be submitted ONLINE through the link given in the advertisement latest by 30th July, 2023. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a) Copy of retirement notification
- b) Copy of PPO
- c) Copy of Last Pay Certificate
- d) Copy of PAN card and AADHAR card- mandatory.