

26.4.2005

INDIAN INSTITUTE OF FOREIGN TRADE
RECRUITMENT RULES

Sl. No	Name of the Post	Scale of Pay (Revised pay band + GP as per 6 th CPC in Appendix at p.20)	Whether selection or non-selection post	*Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Method of recruitment whether direct or promotion/ deputation/ transfer and percentage of vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/transfer grade from which promotion/ deputation/transfer to be made
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Peon	Rs.2550-55-2660-60-3200	Selection	18-25 yrs.	8 th class from a Board or its equivalent recognised by government. Ability to read Hindi & English. Desirable : Matriculation examination of a Board or its equivalent recognised by the Government.	Direct recruitment	
2.	Daftry	Rs.2610-60-3150-65-3540	Selection	-	-	By promotion	Peon with 3 years service in the grade.
3.	Library Attendant	Rs.3050-75-3950-80-4590	Selection	-	-	By promotion	Daftry with 3 years service in the grade.
4.	Duplicating Machine Operator	Rs.3050-75-3950-80-4590	Selection	-	-	By promotion	Daftries with 3 yrs. service in the grade. Possessing ability to read and write Hindi, read English and conversant with the operation of duplicating machines.
5.	Staff Car Driver/ Despatch Rider	Rs.3050-75-3950-80-4590	Selection	18-28yrs.	i) Atleast 8 th class from a Board or its equivalent recognised by the Government; Desirable: 10th ii) Possession of the requisite driving licence for scooter (2-wheeler and 3-wheeler) and of light motor vehicle. iii) Should be fully conversant with the traffic regulations. iv) Atleast 2 yrs. experience. Ability to read Hindi and English.	By promotion failing which by direct recruitment	3 yrs. service in the Institute and having requisite qualifications and experience as per Col.6.

*Relaxation in upper age for SC/ST/OBC/PH as per Government of India orders from time to time.

6.	Electrician	Rs.3050-75-3950-80-4590	Selection	18- 28 years.	10 th and Electrician course from a Board or its equivalent recognized by government Electrical Workmen Permit/Workman's competency certificate/Electrical Workman's licence (certificate of competency class II) or any other equivalent certificate with at least 2 yrs. Experience in the line.	By departmental promotion failing which by direct recruitment.	From all categories working in lower scales of pay having qualifications as per column (6)
7.	Technical Assistant	Rs.9300-34800 + GP Rs.4200	Selection	23 - 30 years	10 th and Electrician course from a Board or its equivalent recognized by government Electrical Workmen Permit/ Workman's competency certificate/Electrical Workman's licence (certificate of competency class II) or any other equivalent certificate with at least 5 yrs. Experience in the line.	By departmental promotion failing which by direct recruitment.	From all categories working in lower scales of pay having qualifications and experience as per column (6) (BOM 20.12.2011)
8.	Junior Clerk	Rs.3050-75-3950-80-4590 (A Jr.Clerk required to undertake the job of telephone operation would be paid a special pay of Rs.200/- p.m.)	Selection	18-28 yrs.	i) Graduation from a recognized university with adequate working knowledge of computer. Desirable : 50% marks in Graduation ii)Having a speed of 30 w.p.m. in English typing. Desirable : i) Knowledge of Hindi typing with speed of 25 w.p.m. ii) Knowledge of operation of PABX/PBX Systems; iii) Knowledge of different type faces and of proof reading iv) Should be familiar with different types of audio-visual equipments and should possess requisite technical qualifications for general maintenance and minor repairs.	20% by promotion failing which by direct recruitment. 80% by direct recruitment.	Those working in the Institute for a minimum period of 5 years on regular basis having minimum qualifications of Matriculation. (For telephone operator and copy holder speed of 30 wpm in English typing will not be insisted upon but he/she would not be promoted from Jr.Clerk to Sr.Clerk unless he/she passes the prescribed typing test from which date his/her seniority in the cadre of Jr.Clerk would be reckoned and not from the date of promotion). Jr. Clerk having qualifications as desirable in Col.6 alone would be considered for the work relating to Hindi typing, Telephone Operation, Copy-holding and AVO.
9.	Senior Clerk	Rs.4000-100-6000	Selection	-	-	By promotion	Jr.Clerk with 3 yrs. service in the grade. i) A Sr.Clerk having knowledge of different type faces and proof

							reading alone would be considered for copy-holding/proof reading work. A Sr.Clerk familiar with operation/ minor repairs of different type of Audio-visual equipment available with the Institute would be considered for the post of audio-visual operator.
10.	Junior Stenographer	Rs.4000-100-6000	Selection	18-28 yrs.	i) Graduation from a recognized university with adequate working knowledge of computer. Desirable : 50% marks in Graduation ii)English Shorthand speed 80 w.p.m. and typing speed 30 w.p.m.	By limited competitive departmental test failing which by direct recruitment.	Jr.Clerk and others in equivalent grade with one year service and others in lower grades with 5 years service in the Institute on regular basis having minimum qualification of Matriculation would be entitled to take competitive departmental test.
11.	Personal Assistant	Rs 5500-175-9000	Selection	20-28 yrs.	i) Graduation from a recognised university. Desirable : Graduate with 50% marks. ii) Shorthand speed 100 w.p.m. and typing speed 40 w.p.m. iii)Adequate working knowledge of Computer	50% by promotion 50% by LDT, failing which by DR	Jr. Stenographer with 3 yrs. service and qualifications as per col.6 with shorthand speed of 100 w.p.m. and typing speed of 40 w.p.m. with computer knowledge would be eligible for limited competitive departmental test.
12	Library Assistant	Rs.5500-175-9000	Selection	20-28 yrs.	B. Lib. Degree of a recognised University or its equivalent recognised by Govt. with minimum 55% marks and adequate computer working knowledge.	50% by promotion/ transfer failing which by direct recruitment 50% by direct recruitment	For promotion, Sr. Clerk with 3 yrs. service and for transfer from equivalent grade having B. Lib degree with 45% marks are eligible.
13.	Assistant	Rs.5500-175-9000	Selection	18-28 yrs.	Graduation from a recognised university with adequate working knowledge of computer. Desirable : i) 50% marks in graduation ii) Graduation with Hindi and English as subjects at degree level preferably Master's degree. Diploma in translation from a recognised institution. Experience of terminological work in Hindi and/or translation work from English into Hindi and vice-versa. iii)Should be familiar with	50% by promotion, failing which by LDT, failing which by direct recruitment 50% by direct recruitment	a) For promotion, Sr.Clerks with 3 yrs. service in the grade having minimum qualifications of 10+2 and proven ability of noting/drafting in English and working knowledge of Hindi and computer b) Sr.Clerk/Jr.Steno with 3 yrs. service and Jr.Clerk with 5 yrs. service in the grade having qualifications as per Col.6 would be eligible for limited competitive departmental test. c) Assistant having adequate knowledge of proof reading and printing would be assigned the

					different types of audio-visual equipment, film projector, slide projector, tape recorder, record player etc. their working and operations, and should possess requisite technical qualifications for general maintenance and minor repairs. iv) Graduate with Monography. Experience in printing and proof reading.		work of proof reading. d) Assistant having adequate knowledge of operation/.maintenance of various audio-visual equipments would be assigned the work of Audio-visual operator. e) Assistant who is graduate with Hindi and English as subjects at degree level would be assigned the work of Hindi Assistant.
Note : The desirable qualifications would become essential in case the requirement is to have Hindi Assistant, Proof Reader, Audio-visual Operator.							
14.	Senior Personal Assistant	Rs.6500-200-10500	Selection	-	-	By promotion	PAs with 5 years' service in the grade having working knowledge of computer.
15.	Sr. Assistant	Rs.6500-200-10500	Selection	-	-	By promotion	Assistants with 5 yrs' service in the grade having working knowledge of computer.
16.	Section Officer	Rs.6500-200-10500	Selection	35 yrs.	i) Graduation from a recognised university with a minimum of 50% marks. Desirable :B. Com with 50% marks/Chartered Accountants ii) 4 yrs. experience in suitable administrative capacity in a government/semi-govt., industry or trade or educational or semi-educational institution. Should be conversant with rules and regulations relating to personnel & administrative and accounts matters.	25% by promotion failing which by Limited Competitive Departmental Test. 75% by Limited Competitive Departmental Test failing which by direct recruitment.	a) For promotion, Sr. Assistants and Sr.PAs with 3 yrs' service in the grade on the basis of combined seniority having minimum graduate degree and working knowledge of computer. b) For limited competitive departmental test, Sr. Assistants and Sr.PAs and others in the scale of pay of Rs.6500-10500 and Assistants/ P.As. and others in the scale of Rs.5500-9000 having 5 years' service in the grade and qualifications as per col.6 would be eligible.
17.	Hindi Officer	Rs.6500-200-10500	Selection	35 yrs.	Essential : i) Master's degree or equivalent in Hindi with English as a subject at the degree level OR Master's degree or equivalent in English with Hindi as a subject at degree level OR Master's degree or equivalent in any subject with Hindi and English as subjects at degree level OR Master's degree or equivalent in any subject with Hindi medium and English as a subject at	By promotion failing which by limited competitive departmental test failing which by direct recruitment.	i) For promotion - Sr. Assistant/Sr.PA with three years' service in the grade on the basis of combined seniority having qualifications and experience as per col.6. ii) For limited competitive departmental test, Sr. Asstts/Sr. P.As. in the scale of Rs.6500-10500 and Assistants, PAs and others in the scale pf Rs.5500-9000 having 5 years' service in the grade and qualifications and experience as per col.6 would be

					<p>degree level OR Master's degree or equivalent in any subject with English medium and Hindi as a subject at degree level with atleast 50% marks and working knowledge of computer.</p> <p>ii) 5 yrs. experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferably of technical or scientific literature or 5 yrs. experience of teaching, research writing or journalism in Hindi.</p> <p>Desirable : i) Knowledge of Sanskrit and a modern Indian language, (ii) 5 yrs, administrative experience, (iii) Experience of organising Hindi Classes or Workshops for noting and drafting.</p>		eligible.
18.	Administrative Officer	Rs.10000-325-15200	For Promotion Selection by Merit; for direct recruit: Selection	-	<p>i) Post Graduation from a recognized university with 50% marks</p> <p>ii) 5 years experience in suitable administrative capacity in a government/semi-government, industry or trade or educational or semi-educational institution of which three years in the grade of Rs.6500-10500 and above</p>	By promotion failing which by direct recruitment	Section Officers and Hindi Officer with 3 yrs. service in the grade. (BOM 28.9.2004)
19.	Finance Officer	Rs.10000-325-15200	For Promotion Selection by Merit; for direct recruit: Selection	-	<p>i) B.Com. (Hons.) having 50% marks with 10 yrs' experience in the field of commercial accounts in organization of repute having knowledge of Govt. of India rules/commercial accounts/income tax OR</p> <p>ii) Graduate SAS qualified Accounts Officer with 5 yrs' experience OR</p> <p>iii) Chartered Accountant with 2 yrs' experience</p>	By promotion failing which by direct recruitment	Section Officers and Hindi Officer with 3 years' service in the grade having qualifications and experience as per col.6. (BOM 28.9.2004)
20.	Sr. Finance	Rs.12000-	-do-	-	i) B.Com. (Hons.) preferably	By promotion failing which	Finance Officer with 3 years' service in

	Officer	375-16500			ICWA having 50% marks with 12 yrs' experience in the field of commercial accounts in organization of repute having knowledge of Govt. of India rules/commercial accounts/income tax OR ii) Graduate SAS qualified Accounts Officer with 8 yrs' experience OR iii) Chartered Accountant with 5 yrs' experience	by direct recruitment	the grade having qualifications and experience as per col.6. (BOM of 24.5.2007)
21.	Senior Administrative Officer (Estb. & Maint.)	Rs.12000-375-16500	For Promotion Selection by Merit; for direct recruit: Selection	-	i) Post Graduation from a recognized university with 50% marks ii) 10 years experience in suitable administrative capacity in a government/semi-government, industry or trade or educational or semi-educational institution of which three years in the grade of Rs.10000-15200.	By promotion failing which by direct recruitment	Administrative Officers with 3 yrs. service in the grade having qualification as per Col.6. Percentage of marks prescribed, however, will not apply. (BOM 28.9.2004) F.O. deleted BOM 20.12.2011
22.	Senior Administrative Officer (Academics)	Rs.12000-375-16500	For Promotion Selection by Merit; for direct recruit: Selection	-	i) Post Graduation from a recognized university with 50% marks ii) 10 years experience in suitable administrative capacity in a government/semi-government, industry or trade or educational or semi-educational institution of which three years in the grade of Rs.10000-15200.	By promotion from amongst Administrative Offices/Finance Officer, failing which from academic cadre, failing which by direct recruitment	Administrative Officers with 3 yrs. service in the grade having qualification as per Col.6. Percentage of marks prescribed, however, will not apply. (BOM 28.9.2004) F.O. deleted BOM 20.12.2011

23.	Deputy Registrar	Rs.37400-67000 Grade Pay Rs.8700	For Promotion Selection by Merit; for direct recruit: Selection	-	i) Post Graduation from a recognized university with 50% marks ii) 12 years experience in suitable administrative capacity in a government/ semi-government, industry or trade or educational or semi-educational institution of which three years in the grade of Rs.12000-375-16500 (pre-revised)	By promotion failing which by deputation/ direct recruitment	Sr. A.O./Sr. F.O. with 3 yrs. service in the grade having qualification as per Col.6. Percentage of marks prescribed, however, will not apply for the officers who had joined IIFT before it became Deemed University (BOM 18.3.2009 and 24.9.2009)
24.	Registrar	Rs.37400-67000 Grade Pay Rs.8900	For Promotion Selection by Merit; for direct recruit: Selection	-	i) Post-graduation from a recognized university with 50% marks ii) 14 years experience in suitable administrative capacity in a government/ semi-government, industry or trade or educational or semi-educational institution of which 3 years in the grade of Rs.14300-400-18300. (pre-revised)	By promotion failing which by deputation/ direct recruitment	Deputy Registrar with 3 yrs. service in the grade of Rs.14300-18300 having qualifications as per col. 6. Percentage of marks prescribed, however, will not apply for the officers who had joined IIFT before it became Deemed University. (BOM 24.9.2009)
25.	Assistant Librarian	Rs.6500-200-10500	Selection for direct recruitment	35 yrs.	(i) B.Lib.Degree of a recognised University or its equivalent professional degree recognised by Govt. with minimum 55% of marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record and adequate computer working knowledge (ii) Four years working experience in a suitable capacity in a University/ College/Govt./Semi Govt. Library	By promotion failing which by direct recruitment	Library Assistant with B.Lib. Degree and at least 45% marks and 5 yrs. service in the grade.
26.	Deputy Librarian	Rs.10000-325-15200	Selection by merit	-	Master's degree in Library Science/Information Science/ Documentation or an equivalent professional degree from a recognized university with at least 55% marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerisation of Library.	By promotion failing which by Direct Recruitment	For promotion, Assistant Librarian with 5 yrs. service in the grade with qualifications as in Col.6.

27.	Librarian	Rs.12000-420-18300	Selection by merit	-	<p>i) Master's Degree in Library Science/Information Science/Documentation from a recognized university with at least 55% of marks or its equivalent grade of B in the UGC seven scale and a consistently good academic record.</p> <p>ii) Five years experience as an Assistant University Librarian/College Librarian;</p> <p>iii) Evidence of innovative library services, published work and professional commitment, computerisation of library.</p> <p>Desirable : M. Phil/Ph.D. degree in Library Science/ Information Science/ Documentation/Archives and manuscript keeping, computerisation of library.</p>	By promotion failing which by direct recruitment	For promotion, Deputy Librarian with 5 years service in the grade with qualifications as in Col.6.
28.	Editor (post abolished)	Rs.10000-325-15200	Selection	-	<p>i) Atleast Masters degree from a recognized university with 55% marks in any of the Social Sciences preferably Eco./Commerce.</p> <p>ii) Diploma/Degree in Journalism from recognised University/Institution.</p> <p>iii) 5 yrs. experience of working in a reputed journals/newspaper preferably in the field of economic journalism.</p> <p>iv) Proven ability to write analytical articles on topical issues concerning foreign trade.</p>	By direct recruitment.	
29.	Computer Programmer	Rs.8000-275-13500	Selection	35 yrs	MCA/BE (Computer Science)/B.Tech (Computer Science) with first class or at least 60% marks or equivalent OR Masters degree in Math/ Statistics/Operations Research/ Economics with Post-Graduate Diploma in Computer Science (from a Govt. recognized Institution/ University).	By direct recruitment	

					The master's degree and PG Diploma with at least 60% marks in aggregate or equivalent grade. System analysis and programming experience of one year.		
30.	Assistant Systems Manager	Rs.10000-325-15200	Selection	-	MCA/BE(Computer Science)/B.Tech (Computer Science) with first class or at least 60% marks or equivalent OR Master's degree in Maths/ Statistics/Operations Research/ Economics with Post-Graduate Diploma in Computer Science (from a recognized Institution/ University) The Master's degree and PG Diploma should be with first class or at least 60% marks or equivalent grade. Systems analysis and programming experience of three years out of which at least one year of experience in a supervisory level in an organization of repute.	By promotion failing which by direct recruitment	Computer Programmer with 3 yrs. service in the grade and qualification as per Col.6.
31.	Systems Manager	Rs.12000-420-18300	Selection	-	M.Tech. (Computer Science)/M. Sc. (Computer Science)/Master of Computer Applications from a recognized university with first class or at least 60% marks or equivalent with Ph.D. in Computer Science having 3 years experience in teaching/ research/managing computer systems in a govt./semi-govt., industry or trade or educational institution. The requirement of Ph.D. relaxable for those having at least 6 years experience in teaching/ research/ managing large computer systems.	50% by promotion, 50% by direct recruitment	Assistant Systems Manager with 5 years service in the grade.
32.	Head, Computer Cell	Rs.16400-450-20900-500-22400	Selection	-	First Class in M. Tech. (Computer Science)/M.Sc. (Computer Science)/Master of Computer Applications from a recognised university with Ph.D. in Computer Science with 10 years experience in teaching/research. Requirement	By direct recruitment	

					of Ph.D. relaxable for those with 15 years experience in teaching/research/managing large computer systems. Departmental candidates with Ph.D. degree with at least 7 yrs service as Systems Manager and others not possessing Ph.D. degree with 15 yrs experience including at least 7 years as Systems Manager		
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Faculty Posts

As per Internal Promotion Scheme (IPS) of the Institute.