



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University - Under Department of Commerce, Govt. of India)

**Engagement of Senior Administrative Assistant purely on contract basis for
Centre for WTO Studies (CWS)**

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 Centre for WTO Studies was established at the Indian Institute of Foreign Trade in November, 2002. The Centre is a professional body which conducts independent research and training programmes on the WTO and related matters. For smooth functioning of its office, the Centre intends to engage one Senior Administrative Assistant purely on contract basis for a period of one year.

Essential 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' experience of working as an Assistant or similar position in a Government Organization/ Autonomous Bodies/ Educational Institutions.
4. The applicant must have sound knowledge of computer application and packages [M.S. Word, M.S. Access, M.S. Outlook, Excel and Power Point].
5. The applicant should be capable of interacting and coordinating with students, faculty members and administration.
6. The applicant should have knowledge of service related matters such as GFR, Rules of Leaves, Pay, LTC, preparation of various Office Orders, Recruitment Process, adoption of various Financial and Administrative orders issued by the DoPT from time to time, Preparation of reports, disposal of miscellaneous receipts and related work etc.

Job Profile: To assist in administrative work for smooth functioning of different administrative activities. The candidate must exhibit capability to adhere to strict timelines and discipline.

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.

Age Limit: Should not be more than 35 Years as on last date of receipt of application.

Emoluments: Rs. 35,000 to Rs. 45,000/- per month (all inclusive) based on experience and qualification of the candidates.

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

Fulfilment of conditions of minimum educational qualification and experience 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 short-list the applications in any manner as may be considered appropriate and no reasons for 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 09.12.2022

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=SAA_CWS_NOV2022

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