



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

### **Engagement of Consultants on contract basis at IIFT, New Delhi**

#### **Campus**

Indian Institute of Foreign Trade (IIFT) is a premier B- School set up by the Department of Commerce, Government of India, engaged in education, training and research in the Area of International Business. The Institute intends to engage two experienced personnel as Consultants on a contract basis for a fixed term not exceeding 3 years renewable yearly.

#### **Number of Positions : 02 (Consultant (IQAC) – 01 and Consultant (HR) -01)**

**Consolidated salary:** The candidate will be paid a consolidated salary of Rs.1, 00,000/- to 1,30,000/- per month depending upon the experience and qualification of the candidate. Higher salary may be offered to deserving candidates.

**Duration:** The appointment will be purely on a contract basis for a fixed period not exceeding 3 years, renewable yearly. The tenure can be extended depending on the performance of the candidate and the requirements of the Institute.

#### **Link to apply –**

**Consultant (IQAC)** - [https://docs.iift.ac.in/recruit/solo.asp?jcode=cicac\\_apr24](https://docs.iift.ac.in/recruit/solo.asp?jcode=cicac_apr24)

**Consultant (HR)** - [https://docs.iift.ac.in/recruit/solo.asp?jcode=chr\\_apr25](https://docs.iift.ac.in/recruit/solo.asp?jcode=chr_apr25)

**Last date – 06<sup>th</sup> May 2025**

**Age limit:** Minimum 30 years and maximum 62 years as on the last date of receipt of the application.

#### **Consultant (IQAC)**

##### **Key Responsibilities:**

- Coordinating with Higher Bodies (i.e., MHRD, UGC) and University etc. for the latest information regarding quality Parameters
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Dissemination of information on various quality parameters to all stakeholders.
- Timely approvals from the Statutory bodies and maintain relevant and quality academic/ research programmes.
- Establishing Networks for enhancing joint research and consultancy activities
- Ensuring all quality standards to be met as per prescribed guidelines for Faculty Recruitment.

##### **Essential Qualification:**

- Post-Graduate/ CA/ CS/ LLB Degree with 55% marks or equivalent CGPA
- Academic writing and Good command of the English language (both written and spoken)
- A minimum of 10 year experience of working in a similar position in Higher educational Institute or Institute of repute.
- The applicant must have a working knowledge of computer applications and packages

<ul style="list-style-type: none"> <li>• Since it is a Consultant's position, the candidate is expected to have good knowledge of rules, regulations, procedures and guidelines to lead a team of staff assigned in the cell and other administrative responsibilities to accomplish the tasks being undertaken by the IQAC Cell.</li> <li>• Ensuring timely compilation of the reports, documentation, submission etc.</li> <li>• Coordination for Accreditation and Ranking of the Institute</li> <li>• Coordination for the implementation and execution of the decisions of Higher Authorities, Councils, Bodies and committees.</li> <li>• The candidate must exhibit the capability to adhere to strict timelines and discipline</li> </ul>	
<b><u>Consultant (HR)</u></b>	
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- In case of a large number of applications, the Institute may apply higher benchmarks for shortlisting of eligible candidates for further selection process.
- The candidates are required to join immediately and would be expected to work hard and travel in India and overseas on short notice. The Candidates are also required to come on Saturdays / Sundays, as and when needed in lieu of which compensatory off would be given.
- 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 any delays, conduct and result of interview and reason for not being called for interview.

Candidates who do not have requisite experience/ qualification need not apply.

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

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(Gaurav Gulati)  
Registrar