



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

Deemed to be University

(An autonomous Institute of Ministry of Commerce & Industry)

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 Government of India, engaged in education, training and research in International Business. The Institute intends to engage four experienced personnel as Consultants on a contract basis for a fixed term not exceeding 3 years renewable yearly.

1. Consultant (Research) (01 Post)

Qualification, Experience & Skill Requirements:

1. Post-Graduate Degree in Economics or related discipline with 55% marks or equivalent CGPA and specialization/ experience in International Trade.
2. Good command of the English language (both written and spoken) with good computer knowledge.
3. Hands on experience in exports/ trade, data handling & analysis
4. Knowledge of Exports/ International Trade
5. A minimum of 10 year experience of working in a similar position in a Government/ Autonomous body/University/Educational Institution shall be desirable.
6. The applicant must have a working knowledge of computer applications and packages.

Job Profile

1. To work on research projects, papers, and research studies on both applied and conceptual topics
2. Collects, prepares, analyzes, dissects, and evaluates data related to the concerned research projects
3. Compilation of papers, notes, and points related to the research meetings, preparation of minutes of the meetings, coordination with Senior Officials of the Ministries/Departments etc. whenever necessary.
4. Providing support in the conduct of research colloquium, conferences, seminars and meets
5. Maintaining files and processing necessary notes related to research projects.

6. Preparation and submission of research proposals to Public and Private Sectors
7. The candidate must exhibit the capability to adhere to strict timelines and discipline.

2. Consultant (Admin.) (01 Post)

Qualification, Experience & Skill Requirements:

1. Good academic record plus Masters' degree with at least 55% of marks or or equivalent CGPA.
2. The person must be able to work fluently on Computer and MS Office.
3. Good command over English language (both written and spoken)
4. Minimum 10 years working experience in similar profile in Central Govt./ State Govt./ Educational Institute of Government/ Autonomous body/ University.
5. Should have experience and knowledge of handling of recruitment, service matters, office procedures, RTI matters, reservations, Court matters and other establishment matters, etc.
6. Desirable – Similar working experience preferably in Central Govt./ State Govt./ Autonomous Body/ University/ reputed Educational Institute of Government or similar organization of repute and he/she must be well acquainted with the Maintenance, Administrative & Establishment work in a reputed Government Educational Institute.

Job Profile:

This post holder will be required to perform the administrative & establishment work of the Institute as mentioned below:

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to General Administration and Projects of the Institute.
2. Making decisions as per the delegated financial powers.
3. Ensuring strict adherence to contractual clauses in the Contracts/AMCs etc. finalized by the Institute under delegated Financial Powers of the Vice Chancellor/ Registrar.
4. Service matters such as recruitments, appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive etc. pertaining to both teaching and non-teaching employees (regular and contractual) of the Institute.
5. Maintenance of sanctioned scale register, roster, seniority list and gradation list of both teaching and non-teaching employees.
6. Any other related work related assigned to him.
7. The candidate must exhibit capability to adhere to strict timelines and discipline.

3. Consultant (Liaison) (01 Post)

Qualification, Experience & Skill Requirements:

Essential Qualification - Regular full-time Post-Graduate or equivalent from a recognized institute/ University with 55% marks or equivalent CGPA.

Desirable:

Additional qualification in Human Resources/ Corporate Communications/ Public Relations/ Hotel Management/ Public Administration etc.

Work Experience –

Minimum relevant post qualification experience of 10 years in liaising, HR, facility/ event management, hotel management/ hospitality industry, PR, Corporate Communication, Administration.

Job Profile:

1. Meeting coordination and documentation:
 - Assist in organizing meetings related to the university establishment, including scheduling, Venue arrangement, and participant coordination.
 - Take accurate minutes of meetings, capturing key points, decisions, and action items.
 - Prepare and distribute minutes promptly to all relevant stakeholders.
 - Maintain a centralized database of meeting minutes and ensure easy accessibility for future Reference.
2. Report preparation:
 - Collect and compile data from various sources to create comprehensive reports on the progress of the Institute.
 - Prepare detailed reports summarizing activities, milestones achieved, challenges etc.
 - Ensure all reports are well-structured, error-free, and delivered within specified deadlines.
3. Presentation development:
 - Assist in the creation of professional presentations for internal and external stakeholders.
 - Collaborate with team members to collect and analyse relevant data, ensuring the accuracy and credibility of the content.
 - Utilize visual aids and effective communication techniques to deliver compelling presentations that convey key messages and objectives.

4. Project support:

- Support Heads and Senior management in organizing and tracking project-related Activities, ensuring timely completion.
- Contribute to resource planning, budgeting, and financial monitoring for the Institute
- Coordinate with external vendors and service providers to facilitate smooth implementation of Various elements.
- Ensure proper dissemination and adherence of policies/ guidelines/ circulars issued by regulatory bodies' viz. MHRD/ UGC/ AICTE etc. by all concerned stakeholders/ Divisions.

4. Consultant (VC Office) (01 Post)

Qualification, Experience & Skill Requirements:

(A) Essential Qualifications: MA (English)/ MBA with aggregate 55% marks or equivalent CGPA. Proficient in MS Word & MS Excel. With high Integrity and confidentiality. Candidate should have strong communication and computer skills. Willing to work with faculty, students and executives in a challenging and time-pressured environment.

(B) Desirable Qualifications: Due weightage shall be given to a person with secretarial background with good managerial and communication skill.

Essential Experience & Skills

1. Minimum 10 years of relevant work experience.
2. Excellent time management skills with a proven ability to meet deadlines; and problem-solving skills, and attention to detail;
3. Excellent interpersonal and communication skills;
4. Ability and desire to work independently in a fast-paced environment and complete multiple tasks and a large volume of work in a timely and effective manner;
5. The ability to work well with others, both internally and externally, from a wide variety of backgrounds;
6. In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of relevant industry;
7. High proficiency to work in MS Office and back office software;
8. Experience in handling office of CEO/ Senior Officer is desired.

Job Profile:

1. Maintain VC's agenda and assist in planning appointments, prepare board/society meeting agenda & minutes under guidance, etc.
2. Receive and screen phone calls and redirecting them when appropriate.
3. Take dictation, handle and prioritize all outgoing or incoming correspondence (e-mail, letters, etc.) on day-to-day basis.
4. Make travel arrangements for Director/Executives.
5. Handle confidential documents ensuring they remain secure.
6. Maintain electronic and paper records ensuring information is organized and easily accessible
7. To coordinate with various departments
8. Initiative, planning and tenacity, plus a high degree of understanding of a range of management functions and the content of the programme. Daily decision-making is required, as are diplomacy and sensitivity to the needs of both parties.

Any other functions or additional duties that may be assigned by the head of the institute from time to time.

Age: Should not be more than 45 years on the last date of receipt of the application.

Emoluments: 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.

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

General Rules and Regulations:

- Selected candidates will have to join duty immediately upon receipt of the offer.
- Fulfilment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment. In case of a large number of applicants, IIFT reserves the right to short-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, the conduct of the result of the

interview and the reason for not being called for an interview.

- The decision of the committee w.r.t. shortlisting and selection will be final and binding. No query whatsoever will be dealt w.r.t. the same.
- Interested candidates having the above qualifications and experience should only apply Online through the link given below **latest by 05.12.2024.**
- **Links for online application** –
 1. Consultant (Research) - https://docs.iift.ac.in/recruit/solo.asp?jcode=CR_Nov_2024
 2. Consultant (Admin.) - https://docs.iift.ac.in/recruit/solo.asp?jcode=CA_Nov2024
 3. Consultant (Liaison) - https://docs.iift.ac.in/recruit/solo.asp?jcode=CL_Nov2024
 4. Consultant (VC Office) - https://docs.iift.ac.in/recruit/solo.asp?jcode=CVC_Nov2024

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

(Gaurav Gulati)
Registrar