



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 Library Information Assistant for IIFT GIFT City Campus
(Gandhinagar, Gujarat) on Contract Basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Department of Commerce, Government of India, engaged in education, training and research in the area of international business. The institute intends to engage one Library Information Assistant for its GIFT City (Gandhinagar) Campus.

Number of Positions : 01

Consolidated Salary: The candidate will be paid all inclusive consolidated emoluments of ₹35,000/- per month.

Duration: The appointment will be purely on a contract basis for one year. The tenure can be extended depending on the performance of the candidate and the requirements of the Institute for a maximum period of up to 3 years, renewable yearly.

Link to apply – http://docs.iift.ac.in/recruit/solo.asp?jcode=Lia_May25

Last date – 09th June 2025

Age limit: Minimum 20 years and maximum 30 years as on the last date of receipt of the application.

(A) Desirable Qualifications:

1. Master's Degree in Library Science/Information Science/ Documentation or equivalent grade and a consistently good academic record. One year specialization in the area of information Technology/Archives.
2. Three years working experience in Central/State Govt. /Semi-Govt /PSU/Govt. Autonomous Organizations/Govt. Universities /Govt. Institutes of national importance regular basis.

Essential Qualification:

1. Master's Degree in Library Science with at least 60% marks or equivalent diploma in Library Science of a recognized University/ Institute obtained after graduation.
2. Bachelor's Degree in Science with at least 60% marks from a recognized University or equivalent.
3. Relevant experience of 3 years in a Library/Computerization of a Library or one year certificate in computer application from a recognized Institution or equivalent.

Skill test: Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted.

- 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/skill test/ interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi – 110016.

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(Gaurav Gulati)
Registrar

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