



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University under Ministry of Commerce & Industry, Govt. of India)

Engagement of Officer (Accreditations & Rankings) on contractual basis

The Indian Institute of Foreign Trade (Deemed to be University) is a premier Institution set up by Department of Commerce, Government of India, engaged in education, training and research in the area of international trade and business.

The institute intends to recruit ONE experienced person as Officer (Accreditation & Ranking), who has handled such tasks in the past for its New Delhi Campus.

The Institute is pursuing accreditation from various international accreditation bodies, besides furnishing periodic updates to the National Assessment and Accreditation Council (NAAC). The Institute also participates in various surveys on ranking of the institutions; including the National Institutional Ranking Framework (NIRF) of Ministry of Human Resource Development Government of India.

The Officer (Accreditations & Rankings) will be responsible for all such activities.

Job Profile-

1. The Officer (Accreditations & Rankings) will be responsible for timely preparation and submission of all documents and reports besides soliciting periodic updates from different academic and non-academic divisions and departments of the institute.
2. Ability to identify information requirements of various accreditations and rankings to develop systems to receive data from different academic and non-academic divisions/ departments of the institute, periodically. Maintenance and upkeep of important records/documents of the institute for timely retrieval and handling of as may be from time to time with timelines.
3. Should be able to analyze facts and data and present them in a manner desired by the accreditation and ranking body, besides exercising sound judgment needed in arriving at inferences and recommendations.

4. Since it is an officer'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 A&R Cell.

5. Should be able to work independently and as part of a team; demonstrate integrity, honesty and high ethical standards and ability to liaise with external and internal stakeholders, including students, faculty and staff.

Essential Qualifications and Experience:

1. Post-Graduate Degree with at least 50 % marks.
2. Academic writing and verbal communication skills in English & Hindi language.
3. Proficiency in MS Office.
4. Minimum 02 years of experience in dealing with Rankings or Accreditation related working Higher Educational Institute or an Institute of repute.

Desirable Requirements:

1. Knowledge about various national and international accreditation and ranking, their processes and requirements.
2. Possess certification in implementing quality standards and audit with special reference to academic institutions.
3. A thorough knowledge of modern business English, business practices, methods, procedures and equipment as well as typing, transcribing, proofreading and general office skills will be preferred.

Age: Should not be more than 45 years at the time of receipt of application.

Tenure & Joining: The appointment will be purely on contract basis, initially for a period of one year. The tenure can be extended further depending upon performance of the candidate. Selected candidates is expected to join within a month of the receipt of offer.

Emoluments: The candidate will be paid a consolidated remuneration of Rs. 1, 00,000/- per month. Lower or Higher salary can be offered depending upon the work experience.

Fulfillment 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 applications in any manner as may be considered appropriate and no reason 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 postal delays, conduct and result of interview and reasons for not being called for interview.

No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.

Interested candidates having the above qualification and experience should only apply online through the link given below latest by **08.08.2024**.

Link: https://docs.iift.ac.in/recruit/solo.asp?jcode=O_RnA_Jul24

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

Gaurav Gulati
(Registrar)