



CENTRE FOR TRADE AND INVESTMENT LAW

Centre for Research on International
Trade 6th floor, NAFED House,
Ashram Chowk, Ring Road, New
Delhi -110014



No. 03/12/24-25_CTIL

Date – 02.09.2024

Advertisement for Recruitment of Assistant Section Officer (Training)

The **Centre for Trade and Investment Law (CTIL)** was established by the Ministry of Commerce and Industry, Government of India, at IIFT with its primary objective to provide sound and rigorous analyses of legal issues pertaining to international trade and investment law. CTIL functions as a think tank and an advisory Centre to government departments and agencies in the areas of domestic regulations, internal policies, and trade and investment negotiations. **The Centre intends to engage 1 (One) Assistant Section Officer (Training) on a contractual basis for a period of 1 (One) year.**

I. The terms and conditions of the contract for the above position are as under:

- The engagement will be initially on a contract basis for a period of 1 (One) year, with a possibility of further extension based upon the performance of the candidate and the requirements of the Centre.
- The contractual engagement shall not confer any right or claim for regularization or continuance in service. The engagement can be terminated by any party by giving one month's notice in writing or payment of consolidated remuneration of one month in lieu.

II. Essential Qualifications:

- Graduate or Post-Graduate from a recognized University in any discipline and working knowledge of computers.
- At least three years post-qualification experience working as Senior Assistant/ Assistant in a Governmental Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognised by the Government.

Note:

- The incumbent will report to the head of the centre. They should possess an aptitude for drafting/noting in English and office procedure in a computerised environment and are expected to handle one or more functions related to Educational Administration/Examinations/General Administration/ Accounts/ House Keeping/ Establishment / HR/Legal/ Purchase/ Accounts & Finance/ Project Management/ Public Relations.
- The candidates for direct recruitment will be assessed as prescribed by the Institute norms from time to time.

- All direct recruits are expected to work in a computerised environment and are required to qualify for a skill test in handling computers within one year from their appointment before completion of the probation period.

III. Desirable :

- The candidate applying should have excellent communication and verbal skills in English.
- The candidate applying should be well-versed in the various available online meeting and social media platforms. The candidate should have knowledge about podcasts and audio/video editing.
- The Candidate applying must have experience in organizing and successfully conducting meetings, conferences, seminars, webinars, and workshops physically and virtually. Candidates having experience of involvement in such activities will be preferred.
- The candidate applying must have the competence to manage CTIL's Internship Programme and Capacity Building Programme.

IV. Age limit:

- **35 years** as on the last date of receipt of applications.

V. Tenure:

- The appointment will be initially on a contractual basis for a period of **1 (One) year**, which can further be extended depending upon the performance of the candidate and the requirements of the Centre.

VI. Remuneration:

- The candidate will be paid a consolidated salary at **Pay Level of 7** per month.

Interested Indian nationals fulfilling the above-mentioned eligibility and qualification criteria are encouraged to submit their resume through e-mail: ctiloffice@iift.edu to the CTIL latest by **17th September 2024**.

The shortlisted candidates will have to go through a written examination and will be interviewed by the Interview Panel at the **Centre for Trade and Investment Law (6th Floor), NAFED House, Siddhartha Enclave, Ashram Chowk, Ring Road, New Delhi – 110014**. An intimation about the date and time of the written exam and interview will be provided in due course to the **shortlisted candidates only**. Only the selected candidates will be informed of the selection and will need to join immediately. No correspondence/recommendation will be entertained from the candidates regarding the conduct and result of the interview and the reason for not being called for an interview.

If selected, the candidate should be available to join immediately.

Office of Head CTIL

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Email: ctiloffice@iift.edu