



## भारतीय विदेश व्यापार संस्थान

### INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University - Under Department of Commerce, Govt. of India)  
(Kakinada Campus)

Address: J.N.T.U. Campus, Kakinada, Andhra Pradesh - 533 003

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 areas of International Trade and Business. The Institute intends to engage the following posts on contract basis for its Kakinada (Andhra Pradesh) Campus:

Post Code no: 01

1.	Name of the Post	Senior Assistant
2.	Number of Posts	(02) (Two)
3.	Essential Qualification & Experience	(i) Graduate in any discipline with Minimum 05 years of working experience as Sr. P.A/Sr. Assistant/ Assistant or equivalent position in Central Govt./State Govt./Govt. Educational Institution/ Autonomous Bodies/Reputed Corporate Sector. (ii) Should possess drafting skills and Computer Knowledge in MS Word, Excel and Power Point.
4.	Desirable	(i) Diploma in Computer Applications and/or Office Management and Secretarial Practices. (ii) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English is essential. (iii) Person who have retired from Central Govt./State Govt./Govt. Educational Institutions/ Autonomous Bodies can also apply.
5.	Age Limit	Not exceeding 63 years as on the last date of application.
6.	Emoluments	Monthly Consolidated remuneration of ₹ 35,000/- (Thirty-Five Thousand)
7.	Tenure	The appointment will be purely on contract basis initially for a period of one year. The period may be extended based on the performance of the candidate and requirement of the Institute.

## Post Code No.: 02

1.	Name of the Post	Personal Assistant
2.	Number of the Posts	(02) (Two)
3.	Essential Qualification and Experience	(i) A Bachelor's Degree from a recognized University (ii) Three years of experience as Stenographer/Steno-typist in Govt. Academic Institutes/Open and Distance Learning Institutes/Autonomous Bodies/Public Sector Undertakings (PSUs).
4.	Desirable	(i) One Year Diploma in Computer Application
5.	Age Limit	(i) Should not be more than 30 years as on the last date of receipt of application.
6.	Skill Test	(i) Dictation: 10 mts.@100 w.p.m. (ii) Transcription: 40 mts. (English) or 55 mts. (Hindi) on Computer. (iii) Computer proficiency viz. Typing Skill, Word Processing, Spreadsheet, Internet, Email communication etc.
7.	Emoluments	The Candidate shall be paid all inclusive consolidated emoluments of ₹ 35,000/- per month.
8.	Tenure	The appointment shall be purely on contract basis for a period of one year initially.

### General Conditions

- (i) Fulfilment of conditions of minimum qualification and experience shall not necessary entitle any applicant to be called for the further process of recruitment.
- (ii) In case of large number of applications, IIFT reserve the right to shortlist applications in any manner as may be considered appropriate and no reason for rejection shall be communicated in any case.
- (iii) 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.
- (iv) Selection process will take place in Kakinada, Andhra Pradesh. Selected candidates will have to join immediately on receipt of offer. Interested candidates having the above qualification and experience should only apply online through link given below
- (v) Link for:
  1. Sr. Assistant: [http://docs.iift.ac.in/recruit/solo.asp?jcode=SA\\_Kknd-Nov22](http://docs.iift.ac.in/recruit/solo.asp?jcode=SA_Kknd-Nov22)
  2. Personal Assistant: [http://docs.iift.ac.in/recruit/solo.asp?jcode=PA\\_Kknd-Nov22](http://docs.iift.ac.in/recruit/solo.asp?jcode=PA_Kknd-Nov22)

**Last date to apply online is 08th December 2022.**

Only the shortlisted candidates shall be informed by email to appear for written test/skill test/interview/online interaction at IIFT Campus, JNTU, Kakinada, Andhra Pradesh - 533 003.