	INDIAN INSTITUTE OF FOREIGN TRADE **(Deemed to be University)** **Department of Commerce & Industry, Govt. of India** **IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016** **Accredited with "A" Grade" by NAAC**	

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The Indian Institute of Foreign Trade (IIFT) is a premier institution of education, training and research in the area of International Business set up by Ministry of Commerce & Industry, Govt. of India. Besides its MBA(International Business) full-time and weekend programmes, the Institute also conducts Ph.D. Programme and Executive Diploma and Certificate Programmes in different fields of management for working professionals, research and management development programmes for government, trade and industry.

The Institute invites online application from Indian nationals for two posts of Assistant Librarian. The details of the advertisement are as below:

1.	Name of the Post	Assistant Librarian
2.	Pay Level	Academic Pay Level – 10 (Rs. 57,700 – 98,200)
3.	Number of Vacancy	02 (Unreserved)
4.	Whether Selection Post or Non Selection Post	Selection
5.	Age Limit	35 years
6.	Educational and other qualifications required:	**Essential:** 1. Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed). 2. A consistently good academic record, with knowledge of computerization of a library. 3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009 or 2016 and their amendments from time to time as the case may be: Provided that the candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the recruitment of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent position in University / Colleges / Institutions subject to the fulfilment of the following conditions:- a. The Ph.D. degree of the candidate has been awarded in the regular mode b. The Ph.D. degree has been evaluated by at least two external examiners; c. Open Ph.D. viva voce of the candidate has been conducted; d. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

		e. The candidate has presented at least two papers based on his / her Ph.D. work in conference / seminars / sponsored / funded / supported by the UGC / ICSSR / CSIR or any similar agency. Note: (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned. (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. 4. Five years' experience as Library Information Assistant / Library Information officer in the Pay Level- 7 (5 years) / Pay Level-6 (6 years) from Central or State Educational and Research Institutes. Desirable: 1. PG Diploma in Library Automation and Networking or PGDCA or equivalent. 2. Minimum 5 years working experience in Universities, Central Educational Institutes on regular basis

GENERAL CONDITIONS/INSTRUCTIONS:

1. The Indian Institute of Foreign Trade (IIFT) strives to have a workforce which reflects gender balance, hence, women candidates are encouraged to apply.

2. All applications must be submitted only through online mode.

3. The crucial date for determining the age limit shall be the last date of the receipt of applications.

4. The crucial date for counting of the essential educational qualifications and experiences shall be the last date of receipt of the application. All educational qualifications must have been obtained from recognized University/Institute only.

5. No application shall be entertained after the closing date of the application and no subsequent request for its change will be considered or granted.

6. Selection/appointment/employment will be subject to fulfillment of required qualification, experience etc. and also verification of testimonials, antecedents and past services. If it is found at any stage that any information has been suppressed or wrongly/falsely provided or any fraud has been committed, the application/appointment/employment of the concerned applicant will be summarily rejected/cancelled/terminated and the subsequent legal action shall be taken against such candidate.

7. Applicants selected for appointment shall be required to go through police verification,medical examination before or after joining.

8. Persons employed in Government/Semi-Government Organization/ Educational Institutions must apply through the proper channel OR shall provide "No Objection Certificate" while applying or at

the time of interview.

9. In case of large number of applications, the scrutiny committee may apply benchmarks higher than minimum essential/desirable qualifications to shortlist the candidates for the further process.

10. The selected candidates will be governed by the Institute's rules and regulations and the services of the selected candidates shall be utilized in any campus of IIFT.

11. Addendum/deletion/corrigendum, (if any), shall be posted on the official website of the Institute only.

12. Canvassing of any nature and/or bringing any influence/pressure from any quarter will be treated as a disqualification for the post.

13. Correspondence from the Institute shall be sent to the candidate through the e-mail ID provided by the candidate concerned.

14. The candidates called for interview will be paid AC2-Tier by Train/Economy Class by Air or actual expenditure, and AC Taxi by road (from Airport/Railway Station/ISBT and back) fare from their place of residence/work and back by the shortest route within India**.**

15. The Institute reserves the right to fill or not to fill the post advertised if circumstances so warrant and withdraw any advertised post(s) at any time without giving any reason. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conducting of the examination and results.

16. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

17. Last date for submission of online application is **20th October, 2023.** To apply, please use the link http://docs.iift.ac.in/recruit/solo.asp?jcode=AL_Aug2023

Dr. P.K. Gupta
Registrar