



**INDIAN INSTITUTE OF FOREIGN TRADE  
(Deemed to be University)**

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.

APPLICATIONS ARE INVITED FROM INDIAN NATIONALS FOR FILLING UP ONE POST EACH OF **ASSISTANT REGISTRAR, ACCOUNTS OFFICER AND SECTION OFFICER ON DEPUTATION BASIS AT GIFT CITY, GANDHINAGAR CAMPUS OF IIFT**

**1. Assistant Registrar (On Deputation) – Level -10**

**Period of Deputation** - The period of deputation is initially for three years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant guidelines followed by the Institute.

**Age Limit** - Not exceeding 56 years as on the closing date of receipt of application

**Educational and other qualifications required -**

**Essential:**

Good academic record plus Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

**Desirable:**

- a. At least three years' experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.
- b. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D. qualification.

**2. Accounts Officer (On Deputation) – Level - 08**

**Period of Deputation** - The period of deputation is initially for three years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant guidelines followed by the Institute.

**Age Limit** - Not exceeding 56 years as on the closing date of receipt of application

## **Educational and other qualifications required**

### **Essential:**

- a. Master's degree with at least 55% marks with
- b. Three years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking.

**OR**

- a. Bachelor's degree with at least 55% marks
- b. With at least five years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking.
- c. Working knowledge of Computer Operations and good communication skills are mandatory.

### **Desirable:**

- a. Diploma / Certificate of minimum 6 months duration in Computer Application /Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline.
- b. Post qualification experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.

## **3 Section Officer (On Deputation) – Level – 08**

**Period of Deputation** - The period of deputation is initially for three years. However, the period may be extended or curtailed on performance basis, functional requirements and relevant guidelines followed by the Institute.

**Age Limit** - Not exceeding 56 years as on the closing date of receipt of application

## **Educational and other qualifications required**

### **Essential:**

- a. Master's degree with at least 55% marks with
- b. Three years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking.

**OR**

- c. Bachelor's degree with at least 55% marks
- d. With at least five years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking.

- e. Working knowledge of Computer Operations and good communication skills are mandatory.

**Desirable:**

- a. Diploma / Certificate of minimum 6 months duration in Computer Application /Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline.
- b. Post qualification experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.

**HOW TO APPLY**

Completed application in the prescribed format (**Annexure-A**), self- attested copies of certificates in proof of age, qualification, experience, attested copies of APARs for the last Five years and vigilance clearance certificate through proper channel should reach **The Sr. Administrative Officer (Establishment), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi – 110066**

**GENERAL CONDITIONS/INSTRUCTIONS**

(1) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the post.

If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

(2) One recent passport size photograph should be pasted on the top right hand corner of the application. Application without photograph will be treated as incomplete application.

(3) Envelope containing application should be super-scribed with “**APPLICATION FOR THE POST OF ASSISTANT REGISTRAR / ACCOUNTS OFFICER / SECTION OFFICER ON DEPUTATION**”.

(4) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particulars submitted by the candidate in the Application will be entertained once the application is submitted.

(5) In addition to the Matrix as per 7th CPC as mentioned against the post, the post carrying the usual allowances admissible under IIFT rules in the corresponding Pay Matrix.

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

(7) Outstation SC/ST candidates called for interview will be paid 2nd AC Railway fare on shortest route from the place of duty/residence to Delhi and back by the shortest route and no cash will be paid on the spot.

(8) The reservations/ relaxations, if any, and the percentage thereof for SC/ST/OBC/EWS/ PwD/ Ex-servicemen will be as per Govt. of India guidelines.

- (9) Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should apply THROUGH PROPER CHANNEL failing which such candidates shall be required to produce NOC at the time of interview.
- (10) Incomplete application will be summarily rejected.
- (11) Other Terms and Conditions shall be as per Recruitment Rules of IIFT and the consolidated guidelines on deputation as per DoPT order No. AB-14017/2/07-Estt(RR) dated 29<sup>th</sup> February, 2008.
- (12) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.
- (13) IIFT strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.
- (14) Essential qualifications/experience prescribed is the minimum and mere possession of them will not entitle an applicant to be called for interview. In case of large number of applicants, the scrutiny committee may apply higher benchmark than the minimum essential/desirable qualifications to shortlist the candidates for interview.
- (15) Original certificates should be produced only at the time of interview. However, attested photocopies of testimonials may also be attached with the application in support of their education qualifications and experience etc.
- (16) The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time and also as per the IIFT recruitment rules.
- (17) The vacancies are liable to increase or decrease. The Institute also reserves the right to cancel the selection process of this post at any point of time.
- (18) The date of interview will be communicated through email (as provided in the application form) to the shortlisted candidates.
- (19) IIFT reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).
- (20) Canvassing in any form will lead to disqualification.
- (21) Corrigendum, if any, shall be posted on the institute Website only.
- (22) The last date for receipt of the complete application is 05.04.2023.**

**(Dr. P.K. Gupta)**  
**Registrar**

APPLICATION PROFORMA FOR THE POST OF ASSISTANT REGISTRAR / ACCOUNTS OFFICER / SECTION OFFICER ON DEPUTATION BASIS IN INDIAN INSUTITE OF FOREIGN TRADE, GIFT CITY, GANDHINAGAR CAMPUS



- 1. Name & Designation :
- 2. Date of Birth :
- 3. Gender :
- 4. Nationality :
- 5. Category (SC/ST/OBC/Gen. /PH) :
- 6. Address for communication :
- 7. Date of appointment in the present Post :
- 8. Date of Superannuation :
- 9. Educational qualifications :

S. No.	Exams passed	Board/University	Year	Division	Percentage (%)	Subject

- 10. Mobile No. :
- 11. E-mail ID :
- 12. Have you ever been imposed any penalty :  
(if yes, please give details)

13. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department / Office/ Institution/ Organization	Post held	From	To	Level of pay and basic pay therein	Nature of duties performed

14. Details of courses/training programs attended, if any:

15. Languages known

16. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

17. Remarks :

**(Signature of the candidate)**

**Date:**

It is certified that the particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years (or as the case may be) and his/her integrity is beyond doubt.

**Signature of the Head of Department**