



भारतीय बिदेश व्यापार संस्थान (कोलकाता परिसर)

INDIAN INSTITUTE OF FOREIGN TRADE (Kolkata Campus)

(Deemed to be University)

(Under Department of Commerce, Govt. of India)

1583, Madurdaha, Chowbaga Road, Kolkata- 700 107

Website: www.iift.edu

Advertisement for Engagement of Administrative Assistant on contract basis.

Indian Institute of Foreign Trade (IIFT) is a premier institute set up Government of India engaged in education, training and research in the area of international Business. The Institute intends to engage experienced personnel for the following posts on contract basis for a period of one year for its Kolkata Campus.

Administrative Assistant (One Post)

Essential Qualification & Experience:

- Graduation in any field with 50% marks
- Knowledge of MS –Office and other computer-related tasks
- At least 1 year of working experience; post qualifications
- Written and Communication Skills of high calibre.

Desirable/Preferable Qualifications & Experience:

- Candidates having post-graduation qualification
- At least 1 year of working experience in Office works and procedures like noting, drafting, payment processing, GFR etc.
- Preference will be given to candidates having experience in Government organizations.

Job Profile:

To assist in administrative work for smooth functioning of different academic as well as administrative activities and to be the interface between the students, faculty members and administration. The candidate must exhibit capability to adhere to strict timelines and discipline.

Tenure:

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 candidates and requirement of the Institute.

Age Limit: Should not be more than 35 Years as on last date of receipt of application.

Emoluments: Rs. 30,000/- consolidated amount per month (all inclusive).

The selected candidates shall be required to join the duty immediately.

Interested Candidates having the above qualifications and experience should only apply online using the link given below **latest by 12th October, 2024.**

Link: [Application link for 'Administrative Assistant' post](#)

Only applications received via the above link will be considered. Only Shortlisted candidates shall be informed by e-mail to appear for the test/ interview before the selection committee of Indian Institute of Foreign Trade.

In case of large number of applicants, IIFT reserves the right to short-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.

IIFT reserves the right to increase or decrease the vacancy at any point of time during the selection process or thereafter. IIFT also 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 test/interview and reason for not being called for interview.

Shri. Vinay Goel
Assistant Registrar
Indian Institute of Foreign Trade, Kolkata Campus