

**भारतीय विदेश व्यापार संस्थान**  
**INDIAN INSTITUTE OF FOREIGN TRADE**

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

**Engagement of Officer On Special Duty (OSD) on contractual basis**

The Indian Institute of Foreign Trade (IIFT), a deemed to be University, is a national institute involved in Post-Graduate Teaching of Management Studies, Economics and research in both disciplines and five years integrated MBA (IB) Programme. Established in 1963, as an autonomous body under the Ministry of Commerce & Industry, Government of India., it has significantly contributed towards the external trade sector of India through policy research and skill-building over the past six decades. It also emerged as a leading Business School in the country, consistently ranked among the top 10 in the list. The rich contributions in knowledge domain helped the Institute to earn the status of “Deemed to be University” in the year 2002.

The Institute is in the process of constructing new campus at Kakinada in Andhra Pradesh. The Institute is looking for engagement of an “**Officer On Special Duty (OSD)**” for its Kakinada Campus (AP) on contractual basis urgently who have retired from Central Government / State Government / PSUs / Autonomous Bodies of the Central / State Government.

**Essential Educational Qualification and Experience:**

- (i) Master’s degree in science/Commerce/Arts/Engineering with at least 55% marks.
- (ii) At least 20 years’ experience as Retired Under Secretary or equivalent post.
- (iii)

**Desirable:**

- (i) Proven track record of setting up/ operationalising of new campuses including liasioning with various external agencies both central/ state Government.
- (ii) Experience of managing building Infra projects.
- (iii) Proficiency in the use of a variety of computer office applications, MS Word, MS Excel, Power Point or equivalent is must.
- (iv) Preference shall be given to persons having fluency in English and Telugu.

**Roles and Responsibilities:**

- (i) Provide support in the setting up/operationalising of the Kakinada Campus through close liaisoning with all stakeholders viz. State Govt., NBCC, JNTU (K), Contractors etc.
- (ii) Monitoring/Scaling up of operations and managing creation and maintenance of new infrastructure being created for the campus.
- ii) Any other task/responsibility assigned by the competent authority.

**Last date of submission of application: 09.05.2022**

**Age:** Should not be more than 65 Years as on last date of receipt of application.

**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 candidate and requirement of the institute.

**Emoluments:** Rs. 1,50,000/- (all-inclusive). Higher remuneration based on qualification and experience shall be considered for suitable candidates.

**Selected candidate will have to join duty at Kakinada immediately on receipt of the offer.**

Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to shortlist applicants as may be considered appropriate and no reason for rejection shall be communicated.

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 reason for not being called for interview

**Link -** [http://docs.iift.ac.in/recruit/solo.asp?jcode=ODS\\_KC2022](http://docs.iift.ac.in/recruit/solo.asp?jcode=ODS_KC2022)