



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)
An Autonomous body Under Department of Commerce, Govt. of India

Advt. / NT/ Con. / Del. / 12/ 2026

**Rolling Advertisement for engagement of Consultant (IQAC) on
contract basis at IIFT, New Delhi Campus**

Indian Institute of Foreign Trade (IIFT) is a premier B- School set up by the Department of Commerce, Government of India, engaged in education, training and research in the Area of International Business. The Institute intends to engage one experienced personnel as Consultant (IQAC) on a contract basis for a fixed term not exceeding 3 years renewable yearly.

Number of Positions : 01 Consultant (IQAC)

Consolidated salary: The candidate will be paid a consolidated salary of Rs.1, 00,000/- to 1,30,000/- per month depending upon the experience and qualification of the candidate. Higher salary may be offered to deserving candidates.

Duration: The appointment will be purely on a contract basis for a fixed period not exceeding 3 years, renewable yearly. The tenure can be extended depending on the performance of the candidate and the requirements of the Institute.

Link to apply – https://docs.iift.ac.in/recruit/solo.asp?jcode=lqac_Aug26

Age limit: Minimum 32 years and maximum 62 years as on the date of online application.

Key Responsibilities:

- Coordinating with Higher Bodies (i.e., MHRD, UGC) and University etc. for the latest information regarding quality Parameters
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Since it is a Consultant's position, the candidate is expected to have good knowledge of rules, regulations, procedures and guidelines to lead a team of staff assigned in the cell and other administrative responsibilities to accomplish the tasks being undertaken by the IQAC Cell.

Essential Qualification:

- Post-Graduate/ CA/ CS/ LLB Degree with 55% marks or equivalent CGPA
- Academic writing and Good command of the English language (both written and spoken)
- A minimum of 10 year experience of working in a similar position in Higher educational Institute or Institute of repute.
- The applicant must have a working knowledge of computer applications and packages.

General Rules and Regulations:

- Selected candidates will have to join duty immediately upon receipt of the offer.
- Fulfilment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment. In case of a 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 posts and to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, the conduct and result of the Interaction and the reason for not being called for an interaction.
- The decision of the committee w.r.t. shortlisting and selection will be final and binding. No query whatsoever will be dealt w.r.t. the same.
- Interested candidates having the above qualifications and experience should only apply Online through the link given below –

Note:- Candidates who do not have requisite experience/ qualification need not apply.

Only shortlisted candidates shall be informed by e-mail to appear for written test/ interaction at IIFT Campus at B-21, Qutab Institutional Area, New Delhi – 110016.

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(Gaurav Gulati)
Registrar