

	भारतीय विदेश व्यापार संस्थान (मानित विश्वविधालय) INDIAN INSTITUTE OF FOREIGN TRADE (Deemed to be University) (An Autonomous Institution of Ministry of Commerce & Industry, Govt. of India) Permanent Campus, Ponnada Village, U.Kothapally Mandal Kakinada – 533 449, Andhra Pradesh
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Eligibility Criteria and Job Profile/Work Experience for Engagement of Corporate Relations and Career Advancement Coordinator (CRCAC) on contractual basis at IIFT, Kakinada 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 experienced Corporate Relations & Career Advancement Coordinator (CRCAC) on a contract basis for its Kakinada Campus for an initial period of one year. CRCAC of Kakinada Campus will be stationed there but will work for IIFT as a whole. He / she is expected to explore opportunities of that zone to convert more companies and will have to closely work with campus specific CRCAOM members to address their issues.

Number of Positions: 01

Consolidated Salary: The candidate will be paid a consolidated salary of ₹1,00,000/- to ₹1,50,000/- per month depending upon the experience and qualification of the candidate.

Duration: The appointment will be purely on a contract basis for one year. The tenure can be extended depending on the performance of the candidate and the requirements of the Institute for a maximum period of up to 3 years, renewable yearly.

Date of Walk-in-Interview / on-line interaction: 27-08-2026 (Thursday) at 10.30 A.M. onwards

Age limit: Minimum 25 years and maximum 50 years as on the Date of Walk-in-Interview / on-line interaction.

<u>Job Profile:</u> - Responsible for tie-ups with the industries and corporate of repute. - To interact with industry experts & prospective employers - Coordinate for in-campus and ex-campus placement drive for the students of the Institute. <u>Desirable:</u> - Candidate with a willingness to travel extensively to build a network with potential recruiters. - Membership of well-known HR-Networking bodies. - Knowledge of database management - Significant experience in the industry, good networking skills and contacts with senior management in big business houses	<u>Essential Qualifications -</u> - MBA/ PGDBM/ Post-Graduate from a recognized Institution/ University with 50% marks or equivalent CGPA. - Excellent oral and written communication skills in English (Spoken & written) <u>Work Experience:</u> - At least five (05) years and above of successful experience as Placement Officer / Manager or Placement Head, Training and Placement Officer at any Institute of National importance or a premier business school with a strong corporate network. OR At least seven (07) years of experience as
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5. A highly motivated person with a pleasing personality and strong people skills. 6. Knowledge of MS Office with proficiency in Excel and PowerPoint.	HR/Marketing Head, senior HR level with a prestigious corporate brand with a good network with HR professionals in the industry at top-level who take decisions in the area of talent acquisitions and campus placements in particular. 2. Ability to develop a sound, credible reciprocal relations with industry with good PR, liaison and relationship-building skills, ability to facilitate and promote industry/ institute through the talent pool of the students of IIFT.
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- The number of posts advertised is indicative and the Institute reserves the right not to fill up the post and may decrease or increase the number of posts.
- The candidates are required to join immediately and would be expected to work hard and travel in India and overseas on short notice. The candidates are also required to come on Saturdays /Sundays as and when needed in lieu of which compensatory off would be given.
- Fulfillment of conditions of minimum qualification shall not necessarily entitle any candidate to be called for further process of recruitment.
- In case of large number of candidates, IIFT reserves the right to short-listing candidates in any manner as may be considered appropriate and no reason for rejection shall be communicated in any case.
- No correspondence whatsoever will be entertained from the candidates regarding conduct and result of Walk-in-Interview and reason for not being allowed for Walk-in-Interview.

Candidates who do not have requisite experience / qualifications need not appear.

- Only the eligible candidates shall be permitted to appear for Walk-in-Interview at **Permanent Campus, Ponnada Village, U.Kothapally Mandal, Kakinada – 533 449, Andhra Pradesh.**
(route map link: <https://www.google.com/maps?q=17.1296229,82.3847131&z=17&hl=en>)
- Those who are interested to attend through on-line interaction, they are required to confirm by e-mail: kakinada@iift.edu preferably by **24-08-2026 (Monday) evening for sharing the web-link.**
- **In case of selection, the candidate is required to submit proof of educational qualifications and requisite experience at the time of joining.**

For guidance to reach IIFT Permanent Campus, Near Konpapapeta, Ponnada Village, U.Kothapally Mandal, Kakinada District, Andhra Pradesh, may please contact P. Mallikharjuna Charyulu, Senior Assistant (Admn.), IIFT, Kakinada Campus – Mobile No.8790401939 / 9001511303).

Officer on Special Duty
IIFT, Kakinada Campus