



## भारतीय बिदेश व्यापार संस्थान (कोलकाता परिसर)

### INDIAN INSTITUTE OF FOREIGN TRADE (Kolkata Campus)

(Deemed to be University)

(Under Department of Commerce & Industry, Govt. of India)

1583, Madurdaha, Chowbaga Road, Kolkata- 700 107

Website: [www.iift.ac.in](http://www.iift.ac.in)

### Advertisement for Engagement of Non-Teaching staff/s on contract basis

Indian Institute of Foreign Trade (IIFT) is a premier Institute set up by 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 post on contract basis for its Kolkata Campus.

Post	Salary	Essential Qualification	Desirable/Preferable qualifications	Job Profile	Total post
Assistant	Rs. 30,000/- per month (Consolidated)	1. 04 year's Degree in Engineering with First Class  or, Diploma in Engineering followed by Graduation in Engineering with First class. 2. <b>Age:</b> Not more than 35 years, as on last date of receipt of applications. 3. <b>Work Experience:</b> At least 1 year (Post Qualification) 4. Knowledge of MS –Office and other computer-related tasks 5. Written and Communication Skills (in English) of high calibre.	1. Degree in Engineering (B.E/ B. Tech in Mech./Civil/Electric.). 2. Post qualification, at least 01 year experience in Planning/ Execution/ Maintenance of Electrical, civil or Mechanical Engineering works.	The candidate will be expected to work in various discipline of engineering, maintenance, construction projects etc.	01

#### Tenure:

The appointment will be purely on contract basis initially for a period of **one year**. The tenure may be extended further depending on the candidate's performance and the Institute's requirements.

#### Selection procedure:

Initial screening of the applicants will be done based on both essential and preferable/desirable qualifications. The screened-in candidates will be called for a written test. Selection will be based on the performance in the written test. No TA/DA will be paid for appearing in the written test.

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

Interested Candidates having the requisite qualifications and experience should only apply online using the link given below, **latest by 29<sup>th</sup> February, 2024**

**Link: [Engagement of Non-Teaching staff/s on contract basis](#)**

Only applications received via the above link will be considered. Only Shortlisted candidates shall be informed by e-mail to appear for the selection process of Indian Institute of Foreign Trade. In case of the 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 conduct and the result of the selection process and the reason for not being called for the selection process.

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