



भारतीय वदेश व्यापार संस्थान  
**INDIAN INSTITUTE OF FOREIGN TRADE**  
**(Deemed to be University – Under Department  
of Commerce, Govt. of India)**

**Engagement of “Consultant at the level of Section Officer” on contractual basis**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business. The Institute intends to engage **TWO** experienced personnel from Central Govt. / State Govt./ Reputed Educational Institute of Government as **Consultant at the level of Section Officer**, purely on contract basis to handle administrative and other related work of the Institute for an initial period of one year.

**Essential Educational Qualifications & Experience**

- a) Master’s degree with at least 55% marks with
- b) Three years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking.

OR

- a) Bachelor’s degree with at least 55% marks
- b) with at least five years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking.
- c) Good working knowledge of Computer Operations.

**Desirable:**

1. Diploma / Certificate of minimum 6 months duration in Computer Application /Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline.
2. Post qualification experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.

**Tenure:**

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

## Job Profile

This post holder will be required to perform the administrative day to day administrative work of the Institute as mentioned below:

- Handling and supervision of Administrative matters of the Institute
- Should be well versed with GeM & GFR Rules & Regulations
- Handling all kinds of e-procurement through GeM, CPP Portal, and other methods as per GFR.
- Must be experienced in Vendor Management
- Keep the minutes of the meetings of all the authorities of the Institute and of all the Committees and sub- committees appointed by any of these authorities.
- Preparation of Agenda papers for meetings of the Institute.
- Maintenance and upkeep of important records/documents of the Institute for timely retrieval and handling of other administrative responsibilities as may be assigned from time to time.
- Any other work related to the Section, assigned to him.
- The candidate must exhibit capability to adhere to strict timelines and discipline.

**Age:** Must have not exceeded the age of 35 years on the closing date of receipt of applications.

**Emoluments:** The candidate will be paid a consolidated salary of Rs.70, 000/- per month.

- Selected candidate will have to join duty 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 short-listing applicants in any manner 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 conduct and result of written test and reason for not being called for the written test.
- Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **07.04.2024**.

## Link

**For Graduates** - [https://docs.iift.ac.in/recruit/solo.asp?jcode=CSO\\_Mar24](https://docs.iift.ac.in/recruit/solo.asp?jcode=CSO_Mar24)

**For Post Graduates** - [https://docs.iift.ac.in/recruit/solo.asp?jcode=CSO\\_Mar24PG](https://docs.iift.ac.in/recruit/solo.asp?jcode=CSO_Mar24PG)

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