



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

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

Appointment of Assistant 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 experienced personnel as Assistants on contract basis to assist in administrative and academic work of the Institute for a period of one year.

Educational qualification & Experience

1. The candidates must have a Graduate Degree in Arts/Commerce/Science with atleast 50% marks. Post Graduation shall be a desirable qualification.
2. Good command over English language (both written and spoken) with good computer knowledge.
3. Minimum 2 years experience of working as an Assistant in an Educational Institution shall be desirable.
4. The candidate should be capable of interacting and coordinating with students, faculty members and administration.

Job Profile: To assist in administrative work for smooth functioning of different academic as well as administrative activities and to be the interface between the students, faculty members and administration. The candidate must exhibit capability to adhere to strict timelines and discipline.

It is mandatory to attend office on every Saturday and Sunday for smooth conduct of classes. One weekly off will be given on any day during Monday to Thursday.

Emoluments: The candidate will be paid a consolidated salary of ₹ 20,000 to ₹ 25,0000 depending upon the Educational qualifications and work experience.

Selected candidates will have to join duty immediately on receipt of the offer.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **4th February 2018**.

http://docs.iift.ac.in/recruit/solo.asp?jcode=AA_IIFT_Jan2018

(Copy & Paste the above link you Internet Browser to apply)

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