



भारतीयविदेशव्यापारसंस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

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

Engagement of Administrative Assistant purely 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 Centre for WTO Studies was established at the Indian Institute of Foreign Trade in November, 2002. The Centre is a professional body which conducts independent research and training programmes on the WTO and related matters. For smooth functioning of its office, the Centre intends to engage one Administrative Assistant purely on contractual basis for a period of one year.

Essential 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 5 years' experience of working as an Assistant or similar position in a Government Organization/ Autonomous Bodies/ Educational Institutions.
4. The applicant must have sound knowledge of computer application and packages [M.S. Word, M.S. Access, M.S. Outlook, Excel, Power Point].
5. The candidate should possess sound knowledge of Rules and Regulations (GFR) applicable in Government/Autonomous institutions, purchase procedure, office procedures etc.

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.

Tenure:

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

Age Limit: Should not be more than 35 Years as on last date of receipt of application..

Emoluments: Rs.30,000/- per month (all inclusive).

The selected candidate shall be required to join immediately.

Interested candidates having the above qualifications and experience should only apply online using the link given below latest by 15.10.2018:

Link

http://docs.iift.ac.in/recruit/solo.asp?jcode=AA_CWS_Sep2018

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.