



भारतीय बिदेश व्यापार संथायन

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

(Under Department of Commerce, Govt. of India)

1583, Madurdaha , Chowbaga Road, Kolkata- 700 107

Website: www.iift.edu

Appointment of Administrative Assistant on contractual basis.

Indian Institute of Foreign Trade (IIFT) is a premier institute set up 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 posts on contract basis for a period of one year.

Administrative Assistant (Three Posts)

The candidates must have a Graduate Degree in Arts/Commerce/Science with at least 50% marks. Candidates having post graduation qualification shall be desirable. Good command over English language (both written and spoken) as well as minimum 03 years experience of working as an Assistant in Government/ Autonomous/ Statutory Body shall be desirable. The applicant must have day to day working functioning of office and knowledge of computer application and packages. The candidate should possess sound knowledge of General Financial Rules (GFR- 2017) applicable in Government/ Autonomous institutions, purchase procedures, GeM, etc.

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 candidates and requirement of the institute.

Emoluments:

₹. 20,000/- to ₹. 25,000/- consolidated amount per month depending upon the knowledge and work experience for the post.

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

Interested Candidates having the above qualifications and experience should only apply online using the links given below latest by **25th July, 2018**.

http://docs.iift.ac.in/recruit/solo.asp?jcode=AA_KOLJul2018

Only Shortlisted candidates shall be informed by e-mail to appear for the written test, computer skill test and an interaction before the selection committee at the Indian Institute of Foreign Trade, 1583, Madurdaha , ward – 108, Borough- XII, Chowbaga Road, Kolkata- 700 107.

Shri. Dwaipayan Ash
Section Officer
Indian Institute of Foreign Trade