



INDIAN INSTITUTE OF FOREIGN TRADE

IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016
(Deemed University under Deptt. Of Commerce, Govt. of India)

IIFT is a premier institution of education, training and research in the area of International Business set up by Department of Commerce, Government of India. The Centre for Regional Trade (CRT) and Centre for Trade and Investment Law (CTIL) were established at the Indian Institute of Foreign Trade in November, 2016.

The Centre for Regional Trade is a professional body which conducts independent research and training programmes on trade and investment issues relevant to specific region/countries, including Africa, ASEAN, China, EU, Japan, Korea, etc from the perspective of implications of India and other developing countries.

The Centre for Trade and Investment Law is a professional body which conducts independent research and training programmes on WTO investment and related matters

For smooth functioning of its office, the Centres intend to engage two Administrative Officer and two Administrative Assistant purely on contractual basis/re-employment basis, for a period of one year. Retired Government servants are also eligible to apply.

The candidate should possess the following qualification:

Positions: Two (2) posts of Administrative Officers and two (2) posts of Administrative Assistant;

Administrative Officer:

Persons who have held analogous posts under the Central Govt./State Govt./Universities/Research Institutions on regular basis and possessing the following educational/other qualification

- a) Holding analogous posts on a regular basis in the parent cadre or department; or
- b) With 5 years regular service in the post in the scale of PB-3 with grade pay Rs. 5400/- (pre-revised) or equivalent; or
- c) With eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 9300-34800 with grade pay Rs. 4800 in Pay Band -2 Or equivalent in the parent cadre/Department; and possessing following essential qualification:-

Essential Qualification-

- I. Master Degree in any subject from a recognized university or equivalent.
- II. Must have working knowledge of computer and as well as acquainted with the functioning of Government /Ministries. Must be well aware of various rules/regulations of Govt. of India. Capable to handle Administrative matters(including General Administration and Finance), framing of rules, regulations, Vigilance matters, Procurement matters, Examination of financial proposal, Grant-in-aid etc.

Tenure: The appointment will be purely on contractual basis initially for a period of one year. The tenure could be extended further depending upon the performance of the selected candidate.

Emoluments: Rs.50,000/- per month (all inclusive). In the case of retired Government servants, they shall be engaged as Consultant and their monthly emoluments shall be fixed accordingly i.e. last pay drawn under Government prior to retirement minus pension plus DA thereon.

Administrative Assistant:

Persons who have held analogous posts under the Central Govt./State Govt. /Universities/Research Institutions on regular basis and possessing the following educational/other qualification

- I. Graduation Degree in Arts/Science/Commerce. Candidates having post graduate qualification shall be desirable.
- II. Good command over English language (both written and spoken) as well as a minimum 5 year experience of working as an Assistant in Government/Autonomous Body/Statutory Body shall be desirable.
- III. The applicant must have sound knowledge of computer application and packages [M.S. Word, M.S. Access, M.S. Outlook, Excel, Power Point].
- IV. The candidate should possess sound knowledge of Rules and Regulations (GFR) applicable in Government/Autonomous institutions, purchase procedure, etc.

Tenure: The appointment will be purely on contractual basis initially for a period of one year. The tenure could be extended further depending upon the performance of the selected candidate.

Emoluments: Rs.30,000/- per month (all inclusive). In the case of retired Government servants, they shall be engaged as Consultant and their monthly emoluments shall be fixed accordingly i.e. last pay drawn under Government prior to retirement minus pension plus DA thereon.

The terms and conditions of contract shall be as under:

- a. The engagement on contract basis will be for one year which may be extended time to time depending upon the performance and requirement of the organization, at the discretion of the competent authority.
- b. Retired Central Government /autonomous bodies/PSUs officers with requisite QRs as prescribed would be eligible for being engaged on contract basis. The

appointment of the officers would be on full time basis and they would not be permitted to take up any other assignment during their engagement.

- c. The contractual engagement shall not confer any right or claim to any regularization or continuance of service. The engagement can be terminated by any party by giving one month's notice in written or consolidated remuneration of one month in lieu.

The selected candidate shall be required to join immediately.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **24th November, 2017**:

Please visit <http://docs.iift.ac.in/recruit/solo.asp?jcode=AO CRT CTIL IIFT> to apply for the post of Administrative Officer **(Please copy & past this link in your browser)**

Please visit <http://docs.iift.ac.in/recruit/solo.asp?jcode=AA CRT CTIL IIFT> to apply for the post of Administrative Assistant **(Please copy & past this link in your browser)**

Only the shortlisted candidates shall be informed by e-mail to appear for the written test, computer skill test and interview before the Selection Committee at the Centre for Regional Trade (7th Floor), Indian Institute of Foreign Trade, (near Rockland Hospital), Opposite Katwaria Sarai New Delhi.

(Dr. Pramod Kumar Gupta)
Registrar