

INDIAN INSTITUTE OF FOREIGN TRADE **(Deemed University)**

Indian Institute of Foreign Trade, Deemed University is a premier education, training research institution in the area of International Business. **For its Kolkata campus**, the Institute invites applications for the following posts on direct recruitment/deputation basis:

- 1. Administrative Officer – One Post – Unreserved**
(Pay Matrix level-11 Rs.67,700-2,08,700)

Minimum Qualification and Experience

- i) Post-Graduation from a recognized university with 50% marks,
- ii) 5 years experience in suitable administrative capacity in a government/semi-government, industry or trade or educational or semi educational institution of which three years in the grade of Rs. 9300-34,800 + GP Rs. 4600(revised in the pay matrix of Rs.44,900-1,42,900 at level 07 under 7th Pay Commission)

Upper Age limit : 56 years as on (last date of vacancy notification)

- 2. Assistant Finance Officer (Section Officer) One Post- OBC**
(Pay Matrix level 7 Rs. 44,900-1,42,400)

Minimum Qualification and Experience

- i) Graduation from a recognised university with a minimum of 50% marks.

Desirable :B. Com with 50% marks/Chartered Accountants

- ii) 4 yrs. experience in suitable administrative capacity in a government/semi-govt., industry or trade or educational or semi-educational institution. Should be conversant with rules and regulations relating to personnel & administrative and accounts matters.

Upper Age limit: 35 years as on (last date of vacancy notification)

Note: The person selected may be considered for appointment on deputation, if otherwise found suitable.

The candidates fulfilling the eligibility conditions may apply online applications within 15 days after publishing the advertisement.

Please note: The applications of eligible candidates who are desirous of being considered for appointment on deputation basis may please be forwarded to Institute along with attested photocopies of ACRs/APARs (through proper channel and signed by the competent authority of the Institute/Organization) for the last five years and Vigilance/disciplinary clearance. **Please upload the CVs in the below mentioned links with your attached ACRS/APARs if the candidate is applying for deputation basis.**

CV Proforma

1) CVs of the applicants should be in the format prescribed in the Vacancy notice.
(The same can be checked at

http://docs.iift.ac.in/recruit/docs/CV_Proforma_KOL.pdf)

(Please Copy & Paste this in your Internet Browser to open)

2) ACRS/APARs of the applicant who are applying as “Deputation Basis” should be attached with the CV itself.

GENERAL CONDITIONS:

1. Age relaxation as per Government of India Rules.
2. Allowance as admissible to Central Government employees
3. Reimbursement of medical expenses @ Rs. 12000 p.a. plus hospitalisation
4. Those employed in Govt./semi-govt./PSU should send application through proper channel only.
5. Separate applications should be sent for each post
6. The appointments will be initially on three years' contract. **The contract appointment is likely to be regularised depending upon the performance on completion of 3 years' service or even prior to that.**
7. Merely fulfilling the eligibility conditions will not be the criteria of short listing of applications
8. Written test/Interview for the posts will be held at Kolkata
9. No TA/DA will be paid to the applicants called for the written test and interview
10. IIFT reserves the right not to fill up any or all posts.

Links to Apply Online

1) For Administrative Officer

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

2) For Assistant Finance Officer (Section Officer)

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

(Please Copy & Paste this in your Internet Browser to open)

The last date for applying online for both posts is **Sep 24, 2017**

For Any queries, please mail to Sh. Desh Raj, Sr. Administrative Officer (Establishment) at deshraj@iift.ac.in / Sh. Gaurav Gupta, Section Officer (Establishment) at gauravgupta@iift.ac.in