



## **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 Trade and Investment Law (CTIL) was established at the Indian Institute of Foreign Trade in November, 2016.

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 the smooth functioning of its office, the Centre intends to engage one Administrative Officer 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 qualifications:

### **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 qualifications:

- 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 eighty 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. Graduate in any subject from a UGC recognized university.
- II. Must have a working knowledge of computer and should be acquainted with the functioning of Government /Ministries. Must be well aware of various rules/regulations of Govt. of India; Should be capable of handling administrative matters (including General Administration and Finance, framing of rules, regulations, vigilance matters, procurement matters, Examination of financial proposal, and Grant-in-aid).

**Age:** Age should not exceed 62 years.

**Positions:** One post of Administrative Officer

**Tenure:** The appointment will be purely on contractual basis initially for a period of one year. The tenure could be further extended 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.

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 **1<sup>st</sup> May, 2018**.

[http://docs.iift.ac.in/recruit/solo.asp?jcode=AACTIL\\_Apr2018](http://docs.iift.ac.in/recruit/solo.asp?jcode=AACTIL_Apr2018)

**(Copy & Paste the above link in your Internet Browser to apply online)**

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

(Dr. Pramod Kumar Gupta)  
Registrar