



## **Engagement of Officer (Accreditation/Ranking) on Contractual Basis**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Department of Commerce, Government of India, engaged in education, training and research in the area of international business. The institute intends to engage experience personnel as Officer (Accreditation/Ranking) on contractual basis for managing work of Accreditation and Ranking Cell in ICCD Division at IIFT.

Selected candidates will have to join immediately on receipt of offer.

Interested candidate having the above qualification and experience should only apply online through link given below latest by 24<sup>th</sup> February 2020.

### **Job Profile**

To handle work of Accreditation and Ranking Cell which includes managing work related to compilation, submission and documentation of reports to accrediting/ranking bodies/agencies as requested within the specified deadline periods. Maintenance and upkeep of important records/documents of the institute for timely retrieval and handling of other administrative responsibility as may be from time to time with timelines. Ability to analyze facts and exercise sound judgment needed in arriving at recommendations, handle multiple tasks and meet tight deadlines, work independently and as part of a team; vast knowledge in principles and practices of local, state and national laws related to the industry. Must have the ability to liaise with internal stakeholders, including students, faculty and staff.

### **Essential Qualifications and Experience**

1. Post-graduate Degree in Management/ International Management or Relations/Economics/Mathematics/Social Works or Welfare/Statistics/Public Administration/Law with a good second division.
2. Academic writing and verbal communication skills in English & Hindi language.
3. Proficiency in MS Office.
4. Minimum 02 years of experience in dealing with Rankings or Accreditation related work in Higher Educational Institute or an Institute of repute.

### **Desirable Requirements**

1. Knowledge about accreditation and ranking processes and requirements. Experience on Accreditation Process shall be distinct advantage.

2. Possess certification in implementing quality standards and audit with special reference to academic institutions.
3. A thorough knowledge of modern business English, business practices, methods, procedures and equipment as well as typing, transcribing, proofreading and general office skills will be preferred.

**Age:** Should not be more than 55 years at the time of receipt of application.

**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.

**Emoluments** The candidate will be paid a consolidated remuneration of **1,00,000/- per month**. Lower or Higher salary can be offered depending upon the educational qualification and work experience.

Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to short-listing applications in any manner as may be considered appropriate and **no reason for rejection shall be communicated in any case.**

IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.

Interested candidate having the above qualification and experience should only apply online through link given below latest by **24<sup>th</sup> February 2020.**

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**Link:** [http://docs.iift.ac.in/recruit/solo.asp?jcode=AccrdOfficer\\_Jan2020](http://docs.iift.ac.in/recruit/solo.asp?jcode=AccrdOfficer_Jan2020)

**Only the short listed candidate shall be informed by e-mail to appear for written test and interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.**