



INDIAN INSTITUTE OF FOREIGN TRADE

IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016
(Deemed to be 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 WTO Studies was established at the Indian Institute of Foreign Trade in November, 2002. Centre is a professional body which conducts independent research and training programmes on the WTO and related matters. To assist the Faculty and senior officers, the Centre intends to engage **Date Entry Operators** purely on contractual basis for a period of one year. The candidate should possess the following qualification:

- Graduate in any discipline (BA/B.Sc./B.Com/BCA) shall be preferred.
- The candidate should have sound knowledge of computer application and packages [M.S. Word, M.S. Access, M.S. Outlook, Excel, Power Point].
- The candidate should have good command over English (spoken as well as written).
- Should have typing speed of a minimum 40 wpm in English

Experience: 2 years experience in Government or a Central University/ Autonomous Institution or a reputed company.

Tenure: The appointment will be purely on contractual basis for a period of one year.

Emoluments: Rs.17,250/- per month (all inclusive)

The selected candidate will be informed to join in accordance with the vacancy requirements.

Interested candidates having the above qualifications and experience should only apply and send their c.v. by email to Shri A.K. Lahiri, Administrative Officer, Centre for WTO Studies, IIFT, B-21, Qutab Institutional Area, New Delhi – 110016 (**email id: aklahiri@iift.edu**) latest by 14th March, 2018. The shortlisted candidates shall only be informed by e-mail to appear for the written test/computer skill test at the Centre for W.T.O. Studies (7th Floor), Indian Institute of Foreign Trade, (near Roeland Hospital), Opposite Katwaria Sarai. The date and time of the test and interview shall be intimated to the shortlisted candidates in due course.

(Dr. Pramod Kumar Gupta)
Registrar