

## INDIAN INSTITUTE OF FOREIGN TRADE

### WALK-IN INTERVIEW FOR RESEARCH ASSOCIATES FOR MDP DIVISION

IIFT will hold a walk in interview to empanel persons purely on contractual basis for 1 year to work as Research Associate (MDP). The contract period is extendable up to for further 2 years based on the performance and requirement of the Institute.

**Qualification:** The candidates should be a Post Graduate with at least 50 % marks in any discipline preferably in Management or related discipline with good academic record, good computer knowledge and should possess excellent command over written and spoken English.

**Experience (Desirable):** 2years' experience in marketing and/or coordination work related to programmes in a higher educational institution of repute.

**Job Requirements:** Coordination for conduct of programmes, updating database, conversion and coordination with the participants, Programme Director and Resource Persons. Moreover, the selected candidates will have to generate reports regarding the profile of company and will do the training need analysis. He/she will also provide administrative support for programme related works as required from time to time. The selected candidates may be required to attend office on Saturdays/Sundays. One weekly off will be given in lieu of such 2 day's attendance on weekends/holidays.

**Remuneration:** All inclusive consolidated Rs.25,000/- per month.

**Interview:** The interview will be conducted on 23<sup>rd</sup> March 2018 at 10.30 AM. Applicant should report at 10.00 AM to the following venue along with detailed CV and original documents pertaining to their educational qualifications and experience etc.

Indian Institute of Foreign Trade  
MDP Section, Room No. 422 E, Block-I)  
B-21, Qutab Institutional Area  
New Delhi – 110016

No TA/DA will be admissible for appearing in the interview.

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

Dr. Vijaya Katti  
Chairperson, MDP Division  
Indian Institute of Foreign Trade  
B-21, Qutab Institutional Area  
New Delhi – 110016