

INDIAN INSTITUTE OF FOREIGN TRADE
Deemed University

Indian Institute of Foreign Trade, Deemed University is a premier education, training and research institution in the area of International Business. **For its Kolkata Campus**, the Institute invites applications for the following position:

Post	No.	Educational Qualification	Upper age limit
Library Assistant Rs. 9300-34,800 + Grade Pay Rs. 4200(revised to paymatrix at Level 6)	One (UR)	i) B. Lib Degree of a recognized University or its equivalent recognized by Govt. with minimum 55% marks and adequate computer working knowledge	28 years

Apply strictly as per the proforma given below:

(Paste a passport size copy of recent photograph)

(i) Name of the post applied for (ii) Name (iii) Category : SC/ST/OBC/PH/Gen. (4) Mailing address with Telephone number, email (5) date of birth (6) educational qualifications – exam passed, name of board/university, year of passing, percentage of marks secured and Dvn./Class (7) Experience – name of the organization, designation held, period of service, scale of pay with basic pay and grade pay and total emoluments drawn, nature of duties, (8) Knowledge of computer (9) Any other relevant information

The applications in an envelope super scribing **name of the post applied for** may be sent to Shri Bhuwan Chandra, Senior Administrative Officer, Indian Institute of Foreign Trade, IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi – 110016 email recruitment@iift.ac.in so as to reach the Institute latest by **27th February, 2017**.

General

1. Age relaxation as per Government of India instructions
2. Allowances as admissible to Central Government employees
3. Reimbursement of medical expenses @ Rs.12,000 p.a. plus hospitalization as per rules
4. Those employed in Govt./semi-govt./PSU should send application through proper channel
5. The appointments will be initially on three years' contract. **The contract appointment is likely to be regularized depending upon the performance on completion of 3 years' service or even prior to that.**
6. Merely fulfilling the eligibility condition will not be the criteria of short-listing of applications
7. An objective type test (Gen. English, General Awareness, Arithmetic, Logical Reasoning) and subjective-wise test comprising Essay(English/Hindi), letter(English/Hindi), precise writing, comprehension and Arithmetic 12th Standard.
8. Written test/Interview for the post 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 the post without assigning any reason.