



## **Engagement of Ranking/Accreditation Coordinator 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 personal as Ranking/Accreditation Coordinator on contractual basis to assist AACSB Cell.

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 29<sup>th</sup> July 2020.

### **Job Profile**

To provide support and assistance to the AACSB Cell of the institute in compilation of papers related to Accreditation and Rankings coordination with senior faculty members/officials of the various Divisions/Centres of the institute, 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.

### **Essential Qualifications and Experience**

1. Post-graduate Degree in Management/Economics/Mathematics/Social works on welfare/Statistics/English/Public Administration with minimum 50% marks.
2. Excellent written communication skills in English language.
3. Proficiency in MS Office.
4. Experience in dealing with Rankings or Accreditation in an Educational Institute. Experience of atleast 01 year in Ranking and Accreditation work.

### **Age**

Should not be more than 35 years as last 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 of Rs. 50,000 per month. Depending upon the educational qualification and work experience, advance increment can also be considered.

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.

Interested candidate having the above qualification and experience should only apply online through link given below latest by 3<sup>rd</sup> February 2020.

**Link: [http://docs.iift.ac.in/recruit/solo.asp?jcode=RANK\\_ICCD\\_Jul2020](http://docs.iift.ac.in/recruit/solo.asp?jcode=RANK_ICCD_Jul2020)**

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.