INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)

Indian Institute of Foreign Trade (IIFT) is a premier institution of education, training and research in the area of International Business set up by Ministry of Commerce & Industry, Govt. of India.

ONLINE APPLICATIOIONS ARE INVITED FROM INDIAN NATIONALS FOR FILLING UP OF THE FOLLOWING POSTS ON DIRECT RECRUITMENT BASIS AT DELHI, KOLKATA AND KAKINADA (ANDHRA PRADESH).

Sl. No	Group	Name of the post	No of Vacancies	Age limit (As on the last date of application)	Pay Scale and matrix as per 7th CPC
1	A	Assistant Registrar	01(UR)-Kakinada 01(UR)-Kolkata	35 years	Level 10 (₹ .56100-17750)
2	B	Personal Assistant	01(UR)-Kakinada	30 years	Level-6 (₹ .35400-1, 12,400)
3	B	Library Information Assistant	01(UR)-Kakinada 01(UR)-Delhi	30 years	Level-6 (₹ .35400-1, 12,400)
4	B	Sr. Assistant	10-(UR-06 SC-01, OBC-02,EWS-01)- Delhi	30 years	Level-6 (₹ .35400-1, 12,400)
5	C	Stenographer	01(UR)-Kakinada	27 years	Level-4 (₹ .25500-81100)

Educational and other qualifications required:

01- <u>Assistant Registrar</u>

Essential: Good academic record plus Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

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Desirable:

1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.

2. LL.B or MBA or CA/ICWA or MCA or M.Phil. /Ph.D. qualification.

NOTE:

1. All the candidates for Direct Recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview.
2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the Institute from time to time with the approval of the BoM in this regard.
3. All the direct recruits should possess working knowledge of computers

02- Personal Assistant

Essential:

1. A Bachelor's Degree from a recognized University
2. Three years of experience as Stenographer/Steno-typist in Govt. Academic Institutes/ Open Learning Distance Institutes/ Autonomous Bodies / Public Sector.

Desirable:

1. One year Diploma in Computers.

03- Library information Assistant

Essential:

1. Master's Degree in Library Science with at least 60% marks or equivalent diploma in Library Science of a recognized University / Institute equivalent obtained after graduation.

2. Bachelor's Degree in Science with at least 60% marks from a recognized university or equivalent.

3. Relevant experience of 3 years in a Library/Computerization of a Library or one year certificate in computer application from a recognized institution or equivalent.

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Desirable:

1. Master's Degree in Library Science/Information Science/Documentation or equivalent grade and a consistently good academic record. One year specialization in the area of InformationTechnology/Archives.

2. Three years working experience in Central/ State Govt./Semi-Govt./PSU/Govt. AutonomousOrganizations/ Govt. Universities/Govt. Institutes of National importance on regular basis.

04 – Sr. Assistant

Essential:
Graduate or Post-Graduate from a recognized University in any discipline with working knowledgeof computers.

Note:

1 The incumbent is expected to work under thesupervision of Section Officer or Assistant Registrar.He/she should possess an aptitude for drafting/noting inEnglish and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/ Examinations/ General Administration/ Accounts/ House Keeping/ Establishment/ HR/ Legal/ Purchase/ Accounts & Finance/ Project Management/ Public Relations.
2 The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination asprescribed by the Institute from time to time.
3 All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

05 –Stenographer

Essential:
1) Passed Sr. Secondary School (10+2) Examination or its equivalent examination.

2) Shorthand speed of 80 words per minute and typingspeed of 40 words per minute in English

Or

Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi.

Desirable:
1. Knowledge of Computers.
2. Diploma in Computers and/or Office Managementand Secretarial Practice.

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Note:

1. The selection will be made on the basis of Scheme ofExamination as prescribed by the University from time to time.
2. All direct recruits should qualify a typing test in computer within one year from their appointment and before completion of their probation period.

GENERAL CONDITIONS/INSTRUCTIONS:

(**1)** Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the on line application form, the candidates must satisfy themselves of the suitability for the position to which they are applying.

If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

(2) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particulars entered by the candidate in the Online Application will be entertained once the application is submitted successfully. Applicants should keep all data/details handy before starting submission of online application.

(3) In addition to the Matrix as per 7th CPC as mentioned against the post, the post carrying the usual allowances admissible under IIFT Delhi rules in the corresponding Pay Matrix.

(4) Canvassing in any form or bringing outside influence will be treated as disqualification.

(5) Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi. .

(**6)** Outstation SC/ST candidates called for Written Test/ Trade/Computer Test will be paid 2nd Sleeper Class Railway fare from the place of duty/residence to Delhi and back by the shortest route and no cash will be paid on the spot.

(7) The reservations/ relaxations, if any, and the percentage thereof for SC/ST/OBC/EWS/ PwD/ Ex-servicemen will be as per Govt. of India guidelines. .

(8) The selected candidate will be liable to serve on any of the campus of the IIFT Delhi.

(9) The candidates are required to apply ONLINE only from 15-06-2022 to 05-07-2022 up to 05:30 PM.
Both dates are inclusive. The application has to be submitted through ONLINE MODE, in the following link https://iiftexam.in.

https://www.freshersnow.com/central-government-jobs/

(10) Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should apply THROUGH PROPER CHANNEL failing which such candidates shall be required to produce NOC at the time of Written/Trade/Computer Test, provided they must have sent an Advance Copy.

(11) Incomplete application will be summarily rejected.

(12) Other Terms and Conditions shall be as per Recruitment Rules of IIFT Delhi and the Government of India Rules and orders as applicable to the Institute.

(**13)** No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.

(14) IIFT strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.

(15) Applicants selected for appointment may be required to go through police verification before or after joining.

(16) Essential qualifications/experience prescribed is the minimum and mere possession of them will not entitle an applicant to be called for interview. In case of large number of applicants, the scrutiny committee may apply higher benchmark than the minimum essential/desirable qualifications to shortlist the candidates for written test/interview.

(17) The vacancies are liable to increase or decrease.

(18) Corrigendum, if any, shall be posted on the institute Website only.

(Dr. P.K. Gupta)
Registrar

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