



भारतीयविदेशव्यापारसंस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University – Under Department of Commerce, Govt. of India)

Engagement of Administrative Coordinator on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business. The Institute intends to engage experienced personnel as Administrative Coordinator on contract basis to assist in administrative work of the Institute for an initial period of one year.

Educational qualifications & Experience

1. Post-Graduate Degree in Management/Economics/Public Administration with at least 50% marks.
2. Good command over English language (both written and spoken) with good computer knowledge.
3. Minimum 3 years experience of working in a similar position in a Government/ Autonomous body/University/Educational Institution shall be desirable.
4. The applicant must have working knowledge of computer applications and packages.

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.

Job Profile:

To provide support and assistance to the Senior officer of the Institute in administrative work for smooth functioning of different administrative activities such as coordinating the work of important meeting/seminars/conferences/events of the Institute, compilation of papers related to the meetings, preparation of minutes of the meetings, coordination with Senior Officials of

the Ministries/Departments etc. Monitoring of important activities of the Institute, Maintenance and upkeep of important records/documents of the Institute for timely retrieval and handling of other administrative responsibilities as may be assigned from time to time. The candidate must exhibit capability to adhere to strict timelines and discipline.

Age:Should not be more than 35 years as on last date of receipt of application.

Emoluments:The candidate will be paid a consolidated salary of Rs. 40,000 to 50,000/- per month depending upon the Educational qualifications and work experience.

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

Fulfillment of conditions of educational qualification and experience 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-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.

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 reason for not being called for interview.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **12th March 2020**.

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=AA_Feb_2020

Only the shortlisted candidates shall be informed by e-mail to appear for the test and interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.