



भारतीय विदेश व्यापार संस्थान  
INDIAN INSTITUTE OF FOREIGN TRADE  
(Deemed to be University)  
An Autonomous body Under Department of Commerce, Govt. of India

**Advt. / NT / Con. / Del. / 28/ 2025**

**Engagement of Administrative Coordinator for Accreditation and Ranking Cell at IIFT 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 one experienced personnel as Administrative Coordinator on contractual basis to assist the Accreditation and Ranking Cell.

Selected candidates will have to join immediately on receipt of offer

**Number of Positions : 01**

**Consolidated salary:** The candidate will be paid a consolidated of Rs.65, 000/- per month.

**Duration:** The appointment will be purely on a contract basis for a period of one year, renewable yearly up to a period of maximum 3 years. The tenure can be extended depending on the performance of the candidate and the requirements of the Institute.

**Link to apply –**

**Administrative Coordinator (Ranking & Accreditation) -**

[https://docs.iift.ac.in/recruit/solo.asp?jcode=AC\\_RnA\\_July25](https://docs.iift.ac.in/recruit/solo.asp?jcode=AC_RnA_July25)

**Last date – 23.07.2025**

**Age limit:** Minimum **22 years** and maximum **40 years** as on the last date of receipt of the application.

**Administrative Coordinator (Ranking & Accreditation)**

**Job Profile**

To provide support and assistance to the Accreditation and Ranking Cell of the Institute which will involve tasks such as compilation of information and data related to Accreditation and Rankings, coordination with faculty members/officials of the various Division/ 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 assigned from time to time with timelines.

**Essential Qualifications and Experience**

1. Post-Graduate in any Discipline with minimum 50% marks.
2. Excellent written communication skills in English Language.
3. Proficiency in MS Office.
4. Experience of at least one year in Ranking or Accreditation related work is a must.

- In case of a large number of applications, the Institute may apply higher benchmarks for shortlisting of eligible candidates for further selection process.
- The candidates are required to join immediately and would be expected to work hard and travel in India and overseas on short notice. The Candidates are also required to come on Saturdays / Sundays, as and when needed in lieu of which compensatory off would be given.
- Fulfilment 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 shortlisting applicants in any manner as may be considered appropriate and no reason of 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 any delays, conduct and result of interview and reason for not being called for interview.

Candidates who do not have requisite experience/ qualification need not apply.

Only shortlisted candidates shall be informed by e-mail to appear for written test/ interaction at IIFT Campus at B-21, Qutab Institutional Area, New Delhi – 110016.

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-Sd -

(Gaurav Gulati)  
Registrar