

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 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.

Interested candidate having the above qualification and experience should only apply online through link given below latest by **25th January 2022**.

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 **six months to one year** in Ranking or Accreditation related work **is a must**.

Age

Should not be more than 35 years at 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 an advance increment can also be considered.

Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for the further process of recruitment. In case of large number of applicants, IIFT reserves the right to shortlist 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 **25th January 2022**.

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=AC-A&R_Jan2022

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