



# भारतीय विदेश व्यापार संस्थान

## INDIAN INSTITUTE OF FOREIGN TRADE

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

### Engagement of “Consultant” 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 **TWO** experienced preferably retired personnel from Central Govt./State Govt./ Reputed Educational Institute of Government viz. IITs/ Central Universities as **Consultant**, purely on contract basis to handle administrative and other related work of the Institute for an initial period of one year.

### Essential Educational Qualifications & Experience

- a) Master’s degree with at least 55% marks with
- b) Three years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking.

OR

- a) Bachelor’s degree with at least 55% marks
- b) with at least five years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking.
- c) Good working knowledge of Computer Operations.

### Desirable:

1. Diploma / Certificate of minimum 6 months duration in Computer Application /Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline.
2. Post qualification experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.

## **Tenure**

The appointment will be purely on contract basis initially for a period of one year. The tenure may be extended further depending upon performance of the candidate and requirement of the Institute.

## **Job Profile**

This post holder will be required to perform the administrative day to day administrative work of the Institute as mentioned below:

- Handling and supervision of Administrative & Establishment matters of the Institute
- Should be well versed with GeM & GFR Rules & Regulations
- Handling all kinds of e-procurement through GeM, CPP Portal, and other methods as per GFR.
- Must be experienced in Vendor Management
- Keep the minutes of the meetings of all the authorities of the Institute and of all the Committees and sub- committees appointed by any of these authorities.
- Preparation of Agenda papers for meetings 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.
- Any other work related to the Section, assigned to him.
- The candidate must exhibit capability to adhere to strict timelines and discipline.

**Age:** Must have not exceeded the age of 65 years on the closing date of receipt of applications.

**Emoluments:** The consolidated fee/ remuneration for the consultants shall be restricted to an amount equal to the difference between the last basic pay (as per 7<sup>th</sup> CPC) drawn by the retired officer and Basic Pension (as per 7<sup>th</sup> CPC), plus dearness allowance on the difference at the rate applicable to Central Govt. Servants from time to time.

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

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 applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated and no claim for refund of fee shall be entertained 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 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 **11<sup>th</sup> October 2021**.

**Link -**

**For Graduates -** [http://docs.iift.ac.in/recruit/solo.asp?jcode=CONS.IIFT\\_OCT.2021](http://docs.iift.ac.in/recruit/solo.asp?jcode=CONS.IIFT_OCT.2021)

**For Post Graduates -** [http://docs.iift.ac.in/recruit/solo.asp?jcode=Cons. PG\\_Oct2021](http://docs.iift.ac.in/recruit/solo.asp?jcode=Cons. PG_Oct2021)

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.