



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

**Engagement of EFC Consultant for IIFT, Kolkata**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by the Government of India, engaged in education, training and research in International Business. The Institute intends to engage One experienced Consultant (EFC) on a contract basis **for a fixed term not exceeding 3 years renewable yearly (initially for one year).**

**Consultant (Export Facilitation Centre- EFC) (01 Posts)**

**Qualification, Experience & Skill Requirements:**

- Post-graduation with a bachelor's degree in economics, Management, Statistics, and other relevant field **with at least 55% marks** and should have sound knowledge of trade databases, research ethics and methodology.
- Minimum 5 years' experience of working with researchs, **Academic Administration** and similar roles in a Government/ Autonomous body/ University and Educational Institution.
- Good command of the English language (both written and spoken) with good computer knowledge.
- The applicant must have a working knowledge of computer applications and packages.
- Should not be more **than 35 years** from the last date of receipt of the application.

**Job Profile:**

- To supervise the export facilitation centers established in different states and guide the EFCs to promote and develop the export scenario of the state/nation.
- To work on research projects and research studies to develop the Export base of the state.
- To guide the EFCs in preparing the District Export Action Plan, work on the Export Preparedness Index of the state, Export Cluster Analysis
- Collects, prepares, analyzes, dissects, and evaluates data related to the concerned research projects.

- Compilation of papers, notes, and points related to the research meetings, preparation of minutes of the meetings, coordination with Senior Officials of the Ministries/Departments etc. whenever necessary.
- Development of matter and inputs for websites of different portals towards Export Facilitation
- Maintaining files and processing necessary notes related to the above
- Preparation and submission of proposals related to Export Facilitation to the Government and even to international organizations.
- To provide training and supervise the human resources placed in the EFCs.
- The candidate must exhibit the capability to adhere to strict timelines and discipline.
- To facilitate and support entrepreneurs in export procedures and issues with knowledge resources.
- The candidate must exhibit the capability to adhere to strict timelines and discipline.

**Emoluments for Consultant (EFC): 65,000-85,000/- per month consolidated.**

**Tenure:** The appointment will be purely on a contract basis initially for one year. The tenure may be extended further depending on the performance of the candidate and the requirements of the Institute.

The selected candidates shall be required to join the duty immediately.

Interested Candidates having the above qualifications and experience should only apply online through the link given below **04<sup>th</sup> February'2025**.

Link: [Application for recruitment of "EFC\(Consultant\)" in IIFT Kolkata Campus](#)

Only Shortlisted candidates shall be informed by e-mail to appear for the test/ interview before the selection committee of Indian Institute of Foreign Trade.

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 also 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.

**Shri. Vinay Goel**  
**Assistant Registrar**  
**Indian Institute of Foreign Trade, Kolkata Campus**