



## **भारतीय विदेश व्यापार संस्थान**

**INDIAN INSTITUTE OF FOREIGN TRADE**

Deemed to be University

(An autonomous Institute of Ministry of Commerce & Industry)

### **Engagement of Consultants on contract basis at IIFT, New Delhi**

#### **Campus**

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 three experienced personnel as Consultants on a contract basis for a fixed term not exceeding 3 years renewable yearly.

#### **1. Consultant (IQAC) (01 Post)**

##### **Qualification, Experience & Skill Requirements:**

1. Post-Graduate Degree with 55% marks or equivalent CGPA
2. Academic writing and Good command of the English language (both written and spoken)
3. A minimum of 10 year experience of working in a similar position in Higher educational Institute or Institute of repute.
4. The applicant must have a working knowledge of computer applications and packages.

##### **Job Profile**

1. Coordinating with Higher Bodies (i.e., MHRD, UGC) and University etc. for the latest information regarding quality Parameters
2. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
3. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
4. Dissemination of information on various quality parameters to all stakeholders.
5. Timely approvals from the Statutory bodies and maintain relevant and quality

academic/ research programmes.

6. Establishing Networks for enhancing joint research and consultancy activities
7. Ensuring all quality standards to be met as per prescribed guidelines for Faculty Recruitment.
8. Since it is a Consultant's position, the candidate is expected to have good knowledge of rules, regulations, procedures and guidelines to lead a team of staff assigned in the cell and other administrative responsibilities to accomplish the tasks being undertaken by the IQAC Cell.
9. Ensuring timely compilation of the reports, documentation, submission etc.
10. Coordination for Accreditation and Ranking of the Institute
11. Coordination for the implementation and execution of the decisions of Higher Authorities, Councils, Bodies and committees.
12. The candidate must exhibit the capability to adhere to strict timelines and discipline.

## **2. Consultant (Admin.) (01 Post)**

### **Qualification, Experience & Skill Requirements:**

1. Good academic record plus Masters' degree with at least 55% of marks or equivalent CGPA.
2. The person must be able to work fluently on Computer and MS Office.
3. Good command over English language (both written and spoken)
4. Minimum 10 years working experience in similar profile in Central Govt./ State Govt./ Educational Institute of Government/ Autonomous body/ University.
5. Should have experience and knowledge of handling of recruitment, service matters, office procedures, RTI matters, reservations, Court matters and other establishment matters, etc.
6. Desirable – Similar working experience preferably in Central Govt./ State Govt./ Autonomous Body/ University/ reputed Educational Institute of Government or similar organization of repute and he/she must be well acquainted with the Maintenance, Administrative & Establishment work in a reputed Government Educational Institute.

**Job Profile:**

1. Handling of all procurement proposals and making decisions as per the delegated financial powers.
2. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to General Administration and Projects of the Institute.
3. Ensuring strict adherence to contractual clauses in the Contracts/AMCs etc. finalized by the Institute under delegated Financial Powers of the Vice Chancellor/ Registrar
4. He/ She shall look after day-to-day work of the Division as per the instructions from the higher authorities from time to time.
5. He/ She shall be responsible for timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
6. He/ She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with appropriately.
7. The candidate must exhibit capability to adhere to strict timelines and discipline.
8. Any other work assigned by the Registrar/Vice Chancellor from time to time.

**3. Consultant (HR) (01 Post)****Qualification, Experience & Skill Requirements –****Essential Qualifications:**

1. Good academic record plus Masters' degree with at least 55% of marks or its equivalent CGPA.
2. The person must be able to work fluently on Computer and MS Office.
3. Good command over English language (both written and spoken)
4. Minimum 10 years of relevant working experience at least at the level of Assistant Registrar or above in Central Govt./ State Govt./Educational Institute of Government/ Autonomous body/ University.
5. Should have experience and knowledge of handling of recruitment, service matters, office procedures, RTI matters, reservations, Court matters and other establishment/ HR matters etc.

**Job Profile:**

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

1. Service matters such as recruitments, appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive etc. pertaining to both teaching and non-teaching employees (regular and contractual) of the Institute.
2. Maintenance of sanctioned scale register, roster, seniority list and gradation list of both teaching and non-teaching employees.
3. Recruitment of Teaching and Non-Teaching Staff.
4. Processing of promotion and MACP cases of employees.
5. Adoption and implementation of orders/circulars/guidelines of Govt. of India on various service matters.
6. Handling of court cases and submission of para-wise comments related to the service matters.
7. Furnishing of replies to Parliament questions and furnishing of quarterly/half yearly/annual returns relating to recruitment of SC/ST/OBC and PWD.
8. Preparation and maintenance of seniority lists.
9. 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.
10. Any other work related to establishment and service matters assigned to him.
11. The candidate must exhibit capability to adhere to strict timelines and discipline.

Any other functions or additional duties that may be assigned by the head of the institute from time to time.

**Age:** Should not be more than 62 years on the last date of receipt of the application.

**Emoluments:** The candidate will be paid a consolidated salary of Rs.1,00,000/- to 1,30,000/- per month depending upon the experience and qualification of the candidate. Higher salary may be offered to deserving candidates.

**Tenure:** The appointment will be purely on a contract basis for a fixed period not exceeding 3 years, renewable yearly. The tenure can be extended depending on the performance of

the candidate and the requirements of the Institute.

### **General Rules and Regulations:**

- Selected candidates will have to join duty immediately upon receipt of the offer.
- Fulfilment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment.
- In case of a 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, the conduct of the result of the interview and the reason for not being called for an interview.
- The decision of the committee w.r.t. shortlisting and selection will be final and binding. No query whatsoever will be dealt w.r.t. the same.
- Interested candidates having the above qualifications and experience should only apply Online through the link given below **latest by 27.02.2025**
- **Links for online application** –
  1. Consultant (IQAC) - [https://docs.iift.ac.in/recruit/solo.asp?jcode=Cons\\_IQAC](https://docs.iift.ac.in/recruit/solo.asp?jcode=Cons_IQAC)
  2. Consultant (Admin.) - [https://docs.iift.ac.in/recruit/solo.asp?jcode=Cons\\_Admin\\_feb25](https://docs.iift.ac.in/recruit/solo.asp?jcode=Cons_Admin_feb25)
  3. Consultant (HR) - [https://docs.iift.ac.in/recruit/solo.asp?jcode=Cons\\_HRFeb25](https://docs.iift.ac.in/recruit/solo.asp?jcode=Cons_HRFeb25)

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

(Gaurav Gulati)  
Registrar