



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

Engagement of Editorial Assistant on contract basis at IIFT, New Delhi

Indian Institute of Foreign Trade (IIFT) is a premier B- School set up by the Department of Commerce, Government of India, engaged in education, training and research in the Area of International Business. The Institute intends to engage two experienced Editorial Assistants on a contract basis for an initial period of one year.

Number of Positions : 01

Consolidated salary: The candidate will be paid a consolidated salary of Rs.40,000/- per month depending upon the experience and qualification of the candidate.

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

Link to apply – https://docs.iift.ac.in/recruit/solo.asp?jcode=Ea_Sept.2025

Last date – 02.10.2025

Age limit: Minimum **25 years** and maximum **40 years** as on the last date of receipt of the application.

Key Responsibilities:

- Assist in the development and editing of content across various platforms, ensuring adherence to editorial standards and style guides.
- Coordinate with writers, editors, and designers to ensure timely completion of projects.
- Conduct thorough research to support content creation, fact-checking, and ensuring accuracy of information.
- Maintain organized records of editorial submissions, deadlines, and feedback.
- Support the editorial team in brainstorming sessions and contribute creative ideas for content development.
- Participate in meetings to discuss project status and provide updates on editorial workflows.

Essential Qualification:

- A post-graduate degree in any stream from a recognized University.
- Good command over English language (both written and spoken) with good computer knowledge.

Work Experience:

Minimum 3 to 5 years of experience in a similar position.

- 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/ interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi – 110016.

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(Gaurav Gulati)
Registrar