



भारतीयविदेशव्यापारसंस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

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

Engagement of Editorial Assistant 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 experienced personnel as **Editorial Assistant** on contract basis to assist in Publication Division of the Institute for an initial period of one year.

Educational qualifications & Experience

1. A post-graduate degree in any stream from a recognized University.
2. At least 3-5 years' experience in relevant area.
3. Good command over English language (both written and spoken) with good computer knowledge.

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.

Age: Should not be more than 35 Years as on last date of receipt of application.

Emoluments: The candidate will be paid a consolidated salary of Rs. 40,000/- per month.

Selected candidate will have to join duty immediately on receipt of the offer. In case of emergent requirement of the Institute, the candidate may need to work on Saturday/Sunday. Compensatory off / honorarium as per norms would be given to him/her.

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 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 **18th October 2020**.

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=EA_Oct_2020

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.