



## भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

Autonomous body under Ministry of Commerce & Industry, Govt. of India)

### Engagement of Executive Officer (VC Office) purely 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 professional as Executive Officer (VC Office) on contract basis.

**Position:** Executive Officer (VC Office)

**Number of Positions:** One (1)

**Consolidated Emolument:** The consolidated monthly emolument shall be Rs. 80,000/- to 1,00,000/- per month. Higher remuneration based on qualification and experience may be considered for suitable candidates.

**Duration:** The engagement is contractual initially for a period of one year which is extendable upto a period of maximum 3 years, based on performance and organizational priorities.

**Job Description:** The Executive Officer (VC Office) will be required to manage VC office and interact with people who are strategically important to the Institute and is therefore responsible for portraying a favorable and highly professional impression to external contacts.

#### **Key Responsibilities:**

- Manage and coordinate the VC's calendar, appointments, and meetings, ensuring efficient time management.
- Draft, review, and format documents including letters, reports, and internal communications.
- Prepare and maintain Minutes of Meetings (MoM) and follow up on action points.
- Organize domestic and international travel, including bookings, itineraries, and logistics.
- Serve as the liaison between the VC's office and internal/external stakeholders.
- Handle official correspondence and documentation through the e-Office system.
- Develop professional presentations for internal and external meetings.
- Coordinate with various departments, officials, and external parties to ensure timely communication and task completion.
- Maintain confidentiality and professionalism in all matters

#### **Essential Qualifications and Work Experience:**

- Bachelor's degree in any discipline. With minimum 55% of marks. Additional certifications in business management or administration preferred.
- Minimum 8 years of experience in administrative or similar role, preferably in a government or public sector setup.
- Proficiency in e-Office, Microsoft Word, Excel, PowerPoint.
- Strong calendar management skills. Excellent written and verbal communication abilities.
- Strong organizational and multitasking skills.
- High level of discretion, integrity, and discipline with a knack for attention to detail.

**Maximum Age:** Maximum 45 years as closing date of vacancy.

**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 and result of the Interaction and the reason for not being called for an interaction.
- 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 –

**Link for online application - [https://docs.iift.ac.in/recruit/solo.asp?jcode=Eo\\_vc@July25](https://docs.iift.ac.in/recruit/solo.asp?jcode=Eo_vc@July25)**

**Last date to apply online - 04.08.2025**

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.

-Sd-  
(Gaurav Gulati)  
Registrar