



भारतीय बिदेश व्यापार संस्थान (कोलकाता परिसर)

INDIAN INSTITUTE OF FOREIGN TRADE (Kolkata Campus)

(Deemed to be University)

(Under Department of Commerce, Govt. of India)

1583, Madurdaha, Chowbaga Road, Kolkata- 700 107

Website: [www.iift.edu](http://www.iift.edu)

**ADVERTISEMENT FOR ENGAGEMENT OF INTERN (EXPORT FACILITATION CELL WEST BENGAL (EFC) ASSOCIATE) ON CONTRACTUAL BASIS.**

Indian Institute of Foreign Trade (IIFT) is a premier institute 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 for the following posts on contractual basis for a period of one year.

**Intern (EFC Associate) – 05 post**

**Job Profile**

Interns as EFC Associates will be trained and placed in the respective EFCs established by IIFT in different states in collaboration with Government bodies. EFC Associates will be acting as the first point of contact of the EFC. The person will be expected to provide export counselling, collecting, sharing, or disseminating the requisite information raised by the entrepreneurs for exports of the state. The EFC Associates are also expected to contribute on research activities undertaken by the EFC.

**Essential Qualification:**

The minimum qualification required for the Interns is Post Graduation with at least 55% of marks. Candidates should be a Post Graduate in any discipline preferably in Economics/International Business/ Management or related discipline with good academic record and should possess excellent command over written and spoken English and well- versed in handling data in computer. Experience of carrying out data collection & analysis, prior experience in handling export database/ export research and degree/ diploma on export import management will be preferred.

The candidate would be expected to work hard and travel in India and overseas on short notice.

The candidate also required to come on Saturdays / Sundays, as and when needed. For this, the candidate will be compensated as per Institutional regulations with the approval of the Head of the Division concerned.

**Desirable Qualification**

Minimum three years of working experience in Export related services in Government / Autonomous / Statutory Bodies.

Degree / Diploma in Export Import Management

**Tenure:**

The appointment will be purely on contractual basis. The tenure will be fixed & extended depending upon performance of the candidates and requirement of the Institute.

**Emoluments:** The position carries a consolidated amount of Rs. **35,000/-** per month.

**Desired Age:** Between 25 to 40 years as on last date of receipt of application. Age relaxation may be considered upto 5 years for candidates with prior relevant work experience.

**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 **latest by 01<sup>st</sup> February' 2025**

Link: [Application for "Interns \(Export Facilitation Cell\)"](#)

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.

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