



**CENTRE FOR TRADE AND INVESTMENT LAW**  
Centre for Research on International Trade  
6<sup>th</sup> floor, NAFED House, Ashram Chowk,  
Ring Road, New Delhi -110014



## **Advertisement for Recruitment of Senior Administrative Executive and Senior Finance Executive**

**The Centre for Trade and Investment Law (CTIL)** was established in the year 2016 by the Ministry of Commerce and Industry, Government of India, at the Indian Institute of Foreign Trade (IIFT). The Centre's primary objective is to provide sound and rigorous analysis of legal issues pertaining to international trade and investment law to the Government of India and other governmental agencies. The Centre is aiming to create a dedicated pool of legal experts that could provide technical inputs for enhancing India's participation in international trade and investment negotiations and dispute settlement.

**The Centre intends to engage ONE Senior Administrative Executive and ONE Senior Finance Executive purely on contractual basis for a period of one year.**

**The terms and conditions of contract for the positions shall be as under:**

- The engagement on contract basis will be for one year which may be extended time to time depending upon the performance and requirement of the organisation, at the discretion of the competent authority.
- The contractual engagement shall not confer any right or claim to any regularisation or continuance of service. The engagement can be terminated by any party by giving one month's notice in written or payment of consolidated remuneration of one month in lieu.

### **Senior Administrative Executive**

#### **Essential Qualifications:**

- Post-Graduation Degree or Post-Graduate Diploma in Commerce/Management/Economics/Public Administration from a recognised university or equivalent, with at least 55% marks. A post-graduate degree in business administration or public administration would be preferable.
- Minimum 3 years of post-qualification experience (from the date of graduation) with a government think tank or similar agency. Comparable managerial experience with a Public/Private/Government Organisations or Autonomous Bodies or Educational/Research Institutions would be considered in lieu thereof.
- Good command over English (both written and spoken).
- Must have good working knowledge of computer applications and packages.
- Must be acquainted with the functioning of Government/Ministries/various rules/regulations of Govt. of India (GFR) applicable in Government/Autonomous Institutions, purchase procedure, office procedures, Knowledge of Noting and Drafting and Procurement through GeM portal is desirable.

#### **Tenure:**

The appointment will be purely on contractual basis initially for a period of one year. The tenure could be extended further depending upon the performance of the selected candidate.

**Emoluments:** Rs. 45,000/- per month (all inclusive)

**Age:** Below 40 years.



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## **Senior Finance Executive**

### **Essential Qualifications:**

- Post-Graduation Degree or Post-Graduate Diploma in Finance/Commerce/CA/ICWA from a recognised university or equivalent, with at least 55% marks. A post-graduate degree in business administration would be preferable.
- Minimum 3 years of post-qualification experience (from the date of graduation) with a government think tank or similar agency. Comparable managerial experience with a Public/Private/Government Organisations or Autonomous Bodies or Educational/Research Institutions would be considered in lieu thereof.
- Good command over English (both written and spoken).
- Must have good working knowledge of computer applications and packages. (Tally, MS office – MS Word, MS Excel, MS Power Point)
- The applicant must be fully conversant with preparation of Pay bills, TA Bills, Medical Reimbursement, LTC etc. and also must be conversant with income tax calculation and accounting tasks.
- The candidates should possess sound knowledge of Rules and Regulations (GFR) applicable in Government/autonomous institutions, purchase/procurement procedures etc.

### **Tenure:**

The appointment will be purely on contractual basis initially for a period of one year. The tenure could be extended further depending upon the performance of the selected candidate.

**Emoluments:** Rs. 45,000/- per month (all inclusive)

**Age:** Below 40 years.

### **How to apply:**

Indian nationals having the above qualifications and experience should only apply at [ctiloffice@iift.edu](mailto:ctiloffice@iift.edu) latest by **June 3, 2020.**

**Note:** *Please mention the applied position in the subject.*

The shortlisted candidates shall be called for skill test/interview before the Selection Committee at the **Centre for Trade and Investment Law (6<sup>th</sup> Floor), NAFED House, Siddhartha Enclave, Ashram Chowk, Ring Road, New Delhi – 110014.** The date and time of the test and interview shall be intimated to the **shortlisted candidates only** in due course. It is also brought to the notice of all concerned that no TA/DA shall be payable to the candidates appearing for the test/interview and that the candidates coming from outside Delhi shall have to make their own arrangements for stay in Delhi and CTIL shall neither pay nor arrange for their accommodation.

**Only the selected candidates will be informed and will need to join immediately. No other communication in this regard will be entertained.**

**Office of Head CTIL**

**Phone No: 011-38325612**

**Email: [ctiloffice@iift.edu](mailto:ctiloffice@iift.edu)**