



**भारतीय विदेश व्यापार संस्थान**  
**INDIAN INSTITUTE OF FOREIGN TRADE**  
**(Deemed to be University)**  
**Ministry of Commerce & Industry, Govt of India**  
**Kakinada - 533 003, JNTUK Campus, Andhra Pradesh**

**Engagement of Senior Assistant on purely contractual basis at IIFT, Kakinada**

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 Senior Assistants for its Kakinada, Andhra Pradesh Campus, on contractual basis to assist administrative and academic work of the Institute for a period of one year initially.

Sl.No	Name of the Post	Senior Assistant
1.	Number of Posts	03 (Three)
2.	Essential Qualification & Experience	(i) The candidates must have a Graduate Degree in Arts/Commerce/Science with at least 50% marks. (ii) Good command over English language (both written and spoken) with good computer knowledge. (iii) Minimum 3 years post qualification experience in office works and procedures viz., noting, drafting, payment process and GFRs etc. (iv) The candidate should be capable of interacting and coordinating with students, faculty members and administration. (v) Should possess drafting skills and Computer Knowledge in MS Word, Excel and PowerPoint.
3.	Desirable	(i) Post-Graduation shall be a desirable qualification. (ii) Diploma in Computer Applications and/or Office Management and Secretarial Practices.
4.	AgeLimit	Not exceeding 35 years as on the last date of application.
5.	Emoluments	Consolidated salary of ₹35,000/- (Rupees Thirty Five Thousand only) per month.
6.	Tenure	The appointment will be purely on contractual basis initially for a period of one year. The period may be extended based on the performance of the candidate and requirement of the Institute.

## **Job Profile**

1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar. He/she should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/ Examinations/ General Administration/ Accounts/ House Keeping/ Establishment/ HR/ Legal/ Purchase/ Accounts & Finance/ Project Management/ Public Relations.

2. The candidates will be assessed on the basis of skill test / interview to be conducted by IIFT,Kakinada Campus.

3.To assist in administrative assignments for smooth functioning of different academic as well as administrative activities and to be the interface between the students, faculty members and the administration. The candidate must exhibit capability to adhere to strict timelines and discipline.

**It is mandatory to attend office on Saturday / Sunday (whenever the classes taken place) for smooth conduct of classes.** One weekly off will be given on any day during Monday to Friday.

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 may apply higher bench marks for shortlisting of eligible candidates for further selection process and 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 conduct and result of interview and reason for not being called for interview.

Selection process will take place at Kakinada Campus selected candidates will have to join duty immediately on receipt of the offer.

Interested candidates having the above qualifications and experience should only apply Online through the link given below:

**Link:** [https://docs.iift.ac.in/recruit/kkd/solo.asp?jcode=SA\\_MAR2025](https://docs.iift.ac.in/recruit/kkd/solo.asp?jcode=SA_MAR2025)

**Last date to apply online is 24<sup>th</sup> March, 2025.**

Only the shortlisted candidates shall be informed by E-mail to appear for the process at IIFT Kakinada Campus at J.N.T.U. Campus, Kakinada, and Andhra Pradesh-533 003.

(M.Vadivelu)  
Assistant Registrar I/c.  
IIFT, Kakinada Campus