



# भारतीय विदेश व्यापार संस्थान

## INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

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

**Advt No. – Advt./ NT/ Con. / Del. / 29/ 2025**

### **Engagement of Senior Assistants purely on contractual basis for Reserved Category**

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 Assistant on contract basis to assist in administrative and academic work of the Institute for a period of one year.

**Position:** Senior Assistant on contract

**Number of Positions:** Two (02) (01-SC & 01 – ST)

**Emoluments:** The candidate will be paid a consolidated salary of Rs. 30,000 - 35,000/- per month based on experience and qualification of the candidates

**Tenure:** The appointment will be purely on contract basis initially for a period of one year. The tenure may be extended further depending upon performance of the candidate and requirement of the institute.

**Age Limit:** Minimum 23 years and maximum 35 Years as on last date of receipt of online applications. Upper age limit is relaxable by 5 years for SC/ST.

Link - [https://docs.iift.ac.in/recruit/solo.asp?jcode=Sa\\_July25](https://docs.iift.ac.in/recruit/solo.asp?jcode=Sa_July25)

Last date – **19.08.2025**

#### **Job Profile:**

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

#### **Educational Qualification & Experience**

1. The candidates must have a Graduate Degree in Arts/Commerce/Science with at least 50% marks. (45% for SC/ ST Category candidates). Post-Graduation shall be a desirable qualification.
2. Good command over English language (both written and spoken) with good computer knowledge.
3. Minimum 3 years post qualification experience in similar position.
4. The candidate should be capable of interacting and coordinating with students, faculty members and administration.

- It may be required to attend office on every Saturday/ Sunday for smooth conduct of classes. In such case, one weekly off will be given on any day during Monday to Friday in lieu.
- Age, experience and all other eligibility criteria shall be reckoned as on 19.08.2025 i.e. the last date of online application.
- SC/ST Certificate: Candidates applying against reserved vacancies for SC/ST category should note that they have to submit the Caste Certificate issued on or before 19.08.2025 issued by the Competent Authority, at the time of online Application.
- In case of a large number of applications, the Institute may apply higher benchmarks for shortlisting of eligible candidates for further selection process.
- Selected candidates will have to join duty immediately on receipt of the offer.
- 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 conduct and result of written test and reason for not being called for the test.
- Interested candidates having the above qualifications and experience should only apply.

Only the shortlisted candidates shall be informed by E-mail to appear for the test at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.

(Gaurav Gulati)  
Registrar