



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



No. 02/12/2022-23_CTIL

Advertisement for Recruitment of Training Coordinator

The **Centre for Trade and Investment Law (CTIL)** was established by the Ministry of Commerce and Industry, Government of India, at IIFT with its' primary objective to provide sound and rigorous analyses of legal issues pertaining to international trade and investment law. CTIL functions as a think tank and an advisory centre to government departments and agencies in the areas of domestic regulations and internal policies, and trade and investment negotiations. **The Centre intends to engage 1 (one) number of Training Coordinator on contractual basis for a period of one year.**

Terms and conditions of contract for the above position are as under:

- The engagement will be on contract basis for the period of one year, with a possibility of further extension upon the performance of the candidate and requirement of the organisation.
- The contractual engagement shall not confer any right or claim for regularisation or continuance in 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.

Essential Qualifications:

- Graduation in any discipline followed by Post-Graduation Degree in Programme Management/Public Administration/Human Resource Management from a recognised university or equivalent, with at least 55% marks.
- Minimum 3 years' post qualification experience (PQE) with a government think tank or a similar agency would be preferred (PQE: that has been acquired by the candidate after completion of bachelor's degree in any discipline). Comparatively managerial experience with a Public/Private/Government Organisations/Autonomous Bodies or Educational/Research Institutions would be considered in lieu thereof.
- Should be well versed with the available various online platforms and must have experience of organizing and successfully conducting the meetings, conferences, seminars, webinars and workshops physically and virtually.
- Must have the competence of managing CTIL's Internship Programme and Capacity Building Programme. Candidates having experience of involvement into such activities will be preferred.

Age limit: 35 years as on the last date of receipt of applications.

Tenure: The appointment will be recruited on contractual basis for a period of one year, which could be extended further depending upon the performance of the candidate and requirement of the Centre.

Remuneration: The candidate will be paid a consolidated salary of **Rs. 45,000/-** per month.

Interested Indian nationals fulfilling the above mentioned eligibility criteria are encouraged to submit their resume through e-mail: ctiloffice@iift.edu to the CTIL latest by **21 June, 2022**.

The shortlisted candidates will have to go through the written examination and further will be interviewed by the Interview Panel at the **Centre for Trade and Investment Law (6th Floor), NAFED House, Siddhartha Enclave, Ashram Chowk, Ring Road, New Delhi – 110014**. An intimation about the date and time of the written exam and interview will be given in due course to the **shortlisted candidates only**. Only the selected candidates will be informed of the selection and would need to join immediately. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reason for not being called for interview.

Office of Head CTIL

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