



## 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 Non-Teaching staffs on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier Institute set up 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 post on contract basis for its Kolkata Campus.

Post	Salary	Essential Qualification	Desirable/Preferable qualifications	Job Profile	Total post
Assistant	30,000/- per month based on experience and other emoluments, if any, as applicable	<ol style="list-style-type: none"><li>1. Graduation</li><li>2. Throughout first class in academics.</li><li>3. <b>Age:</b> 35 years as on last date of receipt of applications.</li><li>4. <b>Work Experience:</b> 1 year</li><li>5. Knowledge of MS –Office and other computer-related tasks</li></ol>	<b><u>Post Code: A1 (Engineering)</u></b> <ol style="list-style-type: none"><li>1. Degree in Engineering (B.E/ B. Tech in Mech./Civil/Electric.).</li><li>2. Post qualification, at least 01 year experience in Planning/ Execution/ Maintenance of Electrical, civil or Mechanical Engineering works.</li></ol>	The candidate will be expected to work in various discipline of engineering, maintenance, construction projects etc.	1
			<b><u>Post Code: A2 (Purchase)</u></b> <ol style="list-style-type: none"><li>1. Graduation in any field.</li><li>2. At least 1 year of working experience in office works and procedures like noting, drafting, payment processing, GFR etc.</li><li>3. Preference will be given to candidates having experience in Government organizations.</li></ol>	1. The candidate will be expected to work in various administrative divisions like admin, finance and other back-office support.	1

		6. Written and Communication Skills of high calibre.  7. Candidate should possess excellent command over written and spoken English.	<b><u>Post Code: A3 (Academic Admin)</u></b>  1. Graduation in any field. 2. At least 1 year experience in Teaching/research/ project. 3. Candidate should have experience in managing education programmes or professional services to clients or educational programme execution. Exposure to digital marketing and social media.	1. The candidate will be expected to work in various activities related to different programmes of the institute.  2. The candidate will be expected to go to different places if required.	1
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### **Tenure:**

The appointment will be purely on a contract basis initially for a period of one year. The tenure may be extended further depending on the candidate's performance and the Institute's requirements.

### **Selection procedure:**

Initial Screening of the applicants will be done based on both essential and preferable/desirable qualifications. The screened-in candidates will be called for a written test. Selection will be based on the parameters as selection committee deemed fit so.

The selected candidate shall be required to join the duty immediately.

Interested Candidates having the requisite qualifications and experience should only apply online using the links given below, **10<sup>th</sup> August'2025.**

Link: [Application link for the post of Assistant.](#)

Only Shortlisted candidates shall be informed by e-mail to appear for the selection process of Indian Institute of Foreign Trade.

In case of the 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. No Correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and the result of the written test and the reason for not being called for the written test.

IIFT reserves the right to increase or decrease the vacancy at any point of time during the selection process or thereafter. IIFT also reserves the right to fill or not to fill the post advertised. Higher initial pay may be considered for deserving candidates if duly approved by the Competent Authority.

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