



# भारतीयविदेशव्यापारसंस्थान

## INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University -- Under Department of Commerce, Govt. of India)

### Engagement of “Senior Administrative Officer” on contractual basis (Retired Personnel only)

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 **ONE** experienced and retired personnel from Central Govt./State Govt./Educational Institute of Government/ Autonomous body/ Universities Senior Administrative Officer, purely on contract basis to handle administrative and other related work of Establishment Division of the Institute for an initial period of one year.

#### Essential Educational Qualifications & Experience

1. Good academic record plus Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.
2. The person must be able to work fluently on Computer and MS Office.
3. Good command over English language (both written and spoken)
4. Minimum 10 years working experience atleast at the level of Assistant Registrar or above In Central Govt./State Govt./Educational Institute of Government/ Autonomous body/ University.
5. Should have experience and knowledge of handling of recruitment, service matters, office procedures, RTI matters, reservations, Court matters and other establishment matters, etc.
6. Should have retired from Central Govt./State Govt./Autonomous Body/University/reputed Educational Institute of Government from the pay level of L-10 (PB-3 + 5400 G.P.) or above and he/she must be well acquainted with the administrative work related to Establishment Cell/ Division in a reputed Government Educational Institute.

## **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.

## **Job Profile**

This post holder will be required to perform the administrative day to day work of Establishment Section of the Institute as mentioned below:

- Recruitment of Teaching and Non-Teaching Staff.
- Processing of promotion and MACP cases of employees.
- Adoption and implementation of orders/circulars/guidelines of Govt. of India on various service matters.
- Maintenance of reservation and vacancy rosters.
- Floating of advertisements for recruitment of regular and contractual posts.
- Handling of court cases and submission of para-wise comments related to the service matters.
- Furnishing of replies to Parliament questions and furnishing of quarterly/half yearly/annual returns relating to recruitment of SC/ST/OBC and PWD.
- Preparation of Agenda papers for meetings of Board of Management.
- Preparation and maintenance of seniority lists.
- Maintenance and upkeep of important records/documents of the Institute for timely retrieval and handling of other administrative responsibilities as may be assigned from time to time.
- Any other work related to establishment and service matters assigned to him.
- The candidate must exhibit capability to adhere to strict timelines and discipline.

**Age:** Should be less than 62 years on the closing date of application.

**Emoluments:** The candidate will be paid a consolidated salary of Rs. 80,000- 1,00,000/- per month depending upon the work experience.

Selected candidate will have to join duty immediately on receipt of the offer.

Fulfillment 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 short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated and no claim for refund of fee shall be entertained 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 postal delays, conduct and result of interview and reason for not being called for interview.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **10<sup>th</sup> March 2020**.

**Link:** [http://docs.iift.ac.in/recruit/solo.asp?jcode=SAO\\_Feb\\_2020](http://docs.iift.ac.in/recruit/solo.asp?jcode=SAO_Feb_2020)

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