



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

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

Engagement of Executive Secretary to Director on contractual basis

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 a experienced person as Executive Secretary, purely on contract basis to handle administrative and other related work at Director's office in the Institute for an initial period of one year.

Educational qualifications & Experience

1. Graduate Degree in any discipline.
2. The person should must be able to work fluently on Computer and knowledge of Stenography skill.
3. Good command over English language (both written and spoken)
4. Minimum 5 years working experience at least at the level of Sr. Personal Assistant or above with the Director of any Educational Institute of Government/ Autonomous body/ University.
5. Preference would be given to persons who have retired from a Government Organization/University/reputed Educational Institution and must be well acquainted with the functioning of Director's Office and experience of independently handling all related day to day affairs of Director Office in a reputed Government Educational Institute.

Tenure

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

Job Profile

To be the first point of contact: dealing with correspondence and phone calls. Managing diaries and organising meetings and appointments, often controlling access to the Director. Coordination of travel plans of Director and all related requirements. Compilation of papers related to the meetings, preparation of minutes of the meetings, coordination with Senior Officials. 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. The candidate must exhibit capability to adhere to strict timelines and discipline.

Age: Not more than 62 years

Emoluments: The candidate will be paid a consolidated salary of Rs. 50,000/- 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.

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 **20th September 2020**.

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=ES_Sep_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.