



## INDIAN INSTITUTE OF FOREIGN TRADE

IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016

(Deemed University under Deptt. Of Commerce, Govt. of India)

IIFT is a premier institution of education, training and research in the area of International Business set up by Department of Commerce, Government of India.

The Centre for WTO Studies was established at the Indian Institute of Foreign Trade in November, 2002. The Centre is a professional body which conducts independent research and training programmes on the WTO and related matters. For smooth functioning of its office, the Centre intends to engage one Administrative Assistant and one Finance Assistant purely on contractual basis for a period of one year. Retired Government servants are also eligible to apply. The candidate should possess the following qualification:

### **Administrative Assistant:**

Graduation Degree in Arts/Science/Commerce. Candidates having post graduate qualification shall be desirable. Good command over English language (both written and spoken) as well as a minimum 5 year experience of working as an Assistant in Government/Autonomous Body/Statutory Body shall be desirable. The applicant must have sound knowledge of computer application and packages [M.S. Word, M.S. Access, M.S. Outlook, Excel, Power Point]. The candidate should possess sound knowledge of Rules and Regulations (GFR) applicable in Government/Autonomous institutions, purchase procedure, etc.

### **Finance Assistant:**

Graduation Degree in Commerce. Candidates having post graduate qualification shall be desirable. Good command over English language (both written and spoken) as well as a minimum 5 year experience of working in

Government/Autonomous Body. The applicant should be fully conversant with preparation of Pay Bills, TA Bill, Medical reimbursement, LTC etc. The applicant must have sound knowledge of computer application and packages [M.S. Word, M.S. Access, M.S. Outlook, Excel, Power Point] including working knowledge of Tally. The candidate should be conversant with Income Tax calculations and accounting work.

**Tenure:** The appointment will be purely on contractual basis initially for a period of one year. The tenure could be extended further depending upon the performance of the selected candidate.

**Emoluments:** Rs.30,000/- per month (all inclusive). In the case of retired Government servants, they shall be engaged as Consultant and their monthly emoluments shall be fixed accordingly i.e. last pay drawn under Government prior to retirement minus pension plus DA thereon.

The selected candidate shall be required to join immediately.

Interested candidates having the above qualifications and experience should only apply online using the links given below latest by **29<sup>th</sup> August, 2017**:

**For Administrative Assistant:**

[http://docs.iift.ac.in/recruit/solo.asp?jcode=AA\\_CWS\\_IIFT](http://docs.iift.ac.in/recruit/solo.asp?jcode=AA_CWS_IIFT)

**For Finance Assistant:**

[http://docs.iift.ac.in/recruit/solo.asp?jcode=FA\\_CWS\\_IIFT](http://docs.iift.ac.in/recruit/solo.asp?jcode=FA_CWS_IIFT)

Only the shortlisted candidates shall be informed by e-mail to appear for the written test, computer skill test and interview before the Selection Committee at the Centre for W.T.O. Studies (7<sup>th</sup> Floor), Indian Institute of Foreign Trade, (near Rockland Hospital), Opposite Katwaria Sarai New Delhi.

( Dr. Pramod Kumar Gupta)  
Registrar