



**भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)**

**Recruitment Rules
(Non-Teaching Employees) 2020**

**Indian Institute of Foreign Trade
(Deemed to be University)
IIFT, Bhawan, B-21, Qutab Institutional Area
New Delhi-110016**



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2020

1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called “IIFT Recruitment Rules (Non-Teaching Employees), 2020”.
- (ii) They shall come into force on 4th August, 2020.

2. DEFINITIONS:

- a) “Appendix” means an Appendix to the Schedule to these Rules.
- b) “Departmental Candidate” means those employees working on regular basis in the Institute but does not include employees working on ad-hoc, daily wages or contract basis.
- c) “Government” means the Central Government.
- d) “Limited Departmental Examination” or “Test” means a competitive test limited to certain category or categories of holders of posts, in the Schedule, conducted by the Institute for Promotion to a higher post specified in these Rules.
- e) “Non-Teaching Employee” means employees of the Institute other than Institute’s Faculty.
- f) “On Probation” with relation to a person, means a person appointed to against a substantive post on probation as specified in these Rules.
- g) “Regular Service” means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages or ad-hoc but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- h) “Schedule” means a Schedule to these Rules.
- i) “Selection Committee” means a composition of members of Selection Committee including Departmental Selection Committee specified in the **Appendix-1** and **Appendix-2** to the Schedule to these Rules.
- j) “Institute” means Indian Institute of Foreign Trade (IIFT).
- k) “Appointed Day” means the date on which these rules come into force;
- l) “Approved Service” in relation to any grade means the period or periods of service in the grade rendered after selection according to the prescribed procedure, for long-term appointment to the Grade, and includes any period or periods during which an officer would



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post;

- m) “Bye-laws” means the Indian Institute of Foreign Trade Services Bye-laws, 2004.
- n) “Competitive Examination/Interview” in relation to a Grade means the competitive examination/interview held by the Institute for direct recruitment to the Grade;
- o) “Common Seniority list” in relation to any grade means the seniority list of officers working on the same scale of pay and revised from time to time in accordance with the regulations as may be made from time to time in this behalf by the Institute;
- p) “Crucial Date” means the first day of January of the year in which the event occurs.
- q) “Direct Recruit” means a person recruited on the basis of a competitive examination/interview other than a departmental competitive examination held by the Institute ;
- r) “Promoted Officer” in relation to any Group/Cadre means the person other than a direct recruit to the Group/Cadre;
- s) “Permanent Officer” in relation to any Group/Cadre means a person who has been substantively appointed to a regular vacancy in the Group/Cadre.
- t) “Range of Seniority” in relation to any Grade means the range as may be specified from time to time in the seniority list for making promotions;
- u) “Scheduled Castes”, “Scheduled Tribes” and “OBCs” shall have the same meaning as are assigned to them in the Constitution of India;

3. AUTHORIZED PERMANENT STRENGTH AND TEMPORARY STRENGTH OF THE SERVICE:

- (i) The authorized permanent strength of various grades/levels of the service on the date of notification shall be as specified in the Schedule. (The strength indicated in the schedule is for the Institute, unless specified otherwise).
- (ii) After the notification of these Rules, the authorized permanent strength of the various grades/levels of the service shall be such as may, from time to time, be determined by or under the authority of Board of Management of IIFT, and notified accordingly, after due approval.

Provided that the Director with the approval of the Board of Management may make temporary additions to any grade of the service as found necessary in the interest of the work of the Institute.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

4. FUTURE MAINTENANCE OF CADRE/POSTS:

- (i) All the appointments in the Institute after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to existing posts not covered by these Rules shall continue to be in accordance with the Recruitment Rules approved by the Board of Management or the Director or any other Authority under the MoA/Bye-laws of the Institute. The Board of Management may add such other posts and/or Cadre in the Schedule subsequently after the notification of these Rules in consonance with the guidelines/advisory/suggestions of the Regulatory Bodies.
- (ii) The seniority list of the Institute employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the Establishment Branch of the Institute. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be, by general or specific orders of the Director or Registrar, as the case may be.
- (iii) Reservation of posts for SC, ST, OBC and PwD categories shall be provided in accordance with the instructions received from Government of India/UGC in this regard.

5. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules.

6. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

- (i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in the Schedule.
- (ii) The upper age limit prescribed for Direct Recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the Institute from time to time.
- (iii) The upper age-limit prescribed for direct recruits in the schedule shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

- (iv) The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the Institute. The upper age limit for Group-C posts will also be relaxed upto 10 years or the period of service rendered by adhoc/contract/daily wages employees, whichever is less provided the maximum age of the incumbent should not be more than 40 years.

Further, the upper age limit will also be relaxed for applicants seeking or granted appointment on compassionate grounds on contractual terms.

(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the Institute).

- (v) (a) For appointment to various posts against Direct Recruitment/open selection, the composition of the Selection Committees for different categories of posts will be as given in **Appendix-1**. Every appointment through Direct Recruitment/open selection shall invariably be made only after making an open advertisement in leading newspapers and Employment News.

(b) For Direct Recruitment wherever a percentage has been prescribed for the minimum qualifying educational qualifications, there will be a relaxation of 5% for the applicants belonging to the SC, ST, OBC (Non-Creamy layer) and PwD category for the respective reserved post(s).

- (vi) For promotion including Limited Departmental Examination or Test to various posts, the composition of the Departmental Promotion Committee for different categories of posts will be as given in **Appendix-2 and 3** to the Schedule.

- (vii) Nomenclatures of each post are grouped according to the hierarchy on the basis of approved pay scale/level at a glance as given in **Appendix-4** to the Schedule.

- (viii) The Recruitment year for promotions will be the calendar year. In cases, where promotion has been prescribed as a method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the cadre as on **1st January** of the Recruitment year in their respective grade/post. The crucial date is only a fixed reference date or a cut-off date on which the eligibility of officers in the feeder grade in terms of these Rules e.g. educational qualification, eligibility service, etc. is to be checked before they are considered for inclusion in the eligibility list for reference to the Departmental Promotion Committee. However this shall not be applied in the case of officers who are due for retirement on superannuation in the recruitment year and their cases are to be considered at appropriate time.

- (ix) (a) The Departmental Promotion Committee will meet at least once a year in September or October. The Promotion for all Multi-Tasking Staff and Group B & C will be based on seniority-cum-fitness, quality of Annual Confidential Reports/APAR for the last five years



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

and vigilance clearance. For promotion to all Group A posts, the departmental written test, if any prescribed for such post, will be followed by interview. For the gradation in ACRs/APARs for the preceding five years, the bench mark for promotion to all posts will be “Very Good” provided there is no adverse entry during the preceding three years and the employee should not have been awarded any major penalty under disciplinary rules during the preceding five years. The bench mark or other criteria may change as per criteria prescribed by Government of India and adopted by Institute from time to time.

(b) For the purpose of promotion, the eligibility service and qualification shall continue to be the same for persons holding the feeder posts on regular basis on the date of notification of the revised rules. *It must be ensured that the posts are to be filled up as per conditions prescribed in the Recruitment Rules in force at the time of occurrence of vacancies.*

(c) For purpose of appearing in the Limited Departmental Examinations for all posts the benchmark in the ACRs/APARs for the preceding three years will be as stated at S. No.(ix) (a) above.

(d) The Limited Departmental Examination (LDE), wherever prescribed, shall be held every year/once in two years depending on the number of vacancies in any year. In case the LDE is not held for 02 consecutive years despite occurrence of vacancy, the vacant posts of the respective year would be filled on the basis of seniority cum fitness. This will also apply to cases where LDE has been conducted for two consecutive years but suitable candidates have not been found.

(e) The Scheme of Examination and weightage of marks for Direct Recruitment as well as LDE will be as prescribed by the Institute from time to time with the approval of the BoM in this regard.

(f) Wherever there is a change in the prescribed percentage for the different modes of recruitment i.e. Promotion/Direct Recruitment/LDE, the revised percentage would be made applicable to the vacancies that arise after the date of notification of these rules.

(g) The candidate shall be granted promotion from the date of recommendations of DPC.

(h) Whenever the vacancies arise due to grant of deputation/lien to Group A & B employees, the same may be filled by deputation/short term contract basis by inviting applications from the persons serving in the Government Departments, autonomous organisations and State Governments who are holding analogous posts and/or having the requisite experience as prescribed in the Recruitment Rules for the said post. The departmental candidates fulfilling the requisite eligibility conditions may also be considered. If internal candidates are selected, the post shall be treated as filled on ad-hoc promotion and will be co-terminus with the offer for deputation/in accordance with the offer of appointment so made. Extension may be provided as per requirement.

(x) Appointment on compassionate grounds will be made in accordance with the instructions issued by the Govt. of India from time to time in relation to its employees.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

- (xi) Relaxation in age would be granted to ex-servicemen, as and when required in the Institute in accordance with the Instructions issued by the Govt. of India from time to time

7. GENERAL CONDITIONS OF SERVICE:

In order to be eligible to compete for a post, a candidate must satisfy the following general conditions, viz.:

- (i) Nationality –
- a. He must be a citizen of India, or
 - b. He must belong to such categories of persons as may from time to time, be notified in this behalf by the Govt. of India.
- (ii) Notwithstanding anything contained in the Schedule regarding the requirement of age, the upper age limit may be relaxed in respect of such categories of persons as may be notified, from time to time, in this behalf by the Govt. of India in respect of each category.
- (iii) Candidates belonging to Scheduled Castes and Scheduled Tribes who are considered to be suitable for appointment on the results of an examination/interview, with due regard to the maintenance of efficiency of administration shall be eligible to be appointed to the vacancies reserved for them irrespective of their ranks in the order of merit in the examination/interview.
- (iv) Reservation of vacancies for Scheduled Castes/Scheduled Tribes/OBC/PH shall be on the same basis as may be decided by the Govt. of India from time to time in relation to the Central Civil Services (subject to such amendment) as may be decided by the Board of Management.
- (v) No person who has more than one wife living, or who, having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for any appointment on the results of the examination/interview.
- (vi) Success in the Examination/interview confers no right on the candidate to appointment to a post unless the Institute is satisfied, after such enquiry, as may be considered necessary, that the candidate is suitable in all respects for appointment to the Institute's service.
- (vii) No candidate shall be appointed to the services of the Institute, who after such medical examination as the Institute may prescribe, is not found to be in good mental or bodily health and free from any mental or physical defects likely to interfere in the discharge of the duties during the service.
- (viii) A candidate who is or has been declared by the Institute guilty of impersonation or of submitting fabricated document/ documents which have been tampered with or of making



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means for obtaining admission to the examination, of using or attempting to use unfair means in the examination hall or of misbehaviour in the examination hall may, in addition to rendering himself liable to criminal prosecution' -

- (a) be debarred permanently or for a specific period;
 - i) by the Institute from admission to any examination or appearance at any interview held by the Institute for selection of candidates; and
 - ii) from employment under the Institute.
 - (b) be liable to disciplinary action under the appropriate rules, regulations, and/or the Bye-laws if he is already in the service under the Institute.
 - (c) Any attempt on the part of candidate to obtain support for his candidature by any means may be held by the Institute to disqualify him for employment in the Institute.
- (ix) A regular vacancy may be filled temporarily by promotion/transfer, or holding dual charge in the relevant grade until it is filled in accordance with provisions governing substantive appointments.
- (x) When an employee on probation appointed to any Grade has passed the prescribed tests and/or has completed his probation to the satisfaction of the appointing authority, he shall be eligible for confirmation in that Grade. Until a probationer is confirmed under Clause (xi), he shall continue to have the status of probationer.
- (xi) (a) An employee on probation who has no lien on any post under the Institute shall be liable to be discharged from the service at any time after giving prescribed notice of one month during first year and three months thereafter if –
- (i) on the basis of his performance or conduct during probation period, he is considered unfit for further retention in the service
 - (ii) on receipt of any information relating to this nationality, age, health, or antecedents the appointing authority is satisfied that he is ineligible or otherwise unfit for being retained in the service of the Institute .
- (b) A probationer who is not considered suitable for confirmation at the end of the period of probation or at the end of the extended period of probation either by specified orders of the competent authority or by implication, if any, shall be discharged in accordance with such sub-clause(a).



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

- (xii) An officer appointed to officiate against a substantive post shall not be deemed to hold the post in a substantive capacity till the Appointing Authority so decides.
- (xiii) The Appointing Authority may make regulations not inconsistent with these rules provided for all matters for which provision is necessary or expedient or for the purpose of giving effect to these rules.
- (xiv) Notwithstanding anything contained in these Rules, the officers/officials appointed under the Rules in vogue at that time would deem to eligible to continue to hold.
- (xv) In the matter of appointment of physically handicapped persons in the Institute the instructions issued by the Govt. of India from time to time for recruitment of physically handicapped persons would be observed by the Institute.

8. PROBATION:

Every person selected or appointed through Direct Recruitment or open selection under the Institute shall be governed under the IIFT Non-Teaching Employees (Terms and Conditions of Service) Rules as amended from time to time and such other conditions imposed by the Institute from time to time. The person so appointed shall be on probation as prescribed in the Schedule to the instant rules.

9. TRANSFER

Employees will be transferred between various campuses of IIFT for managing its human resources optimally as per the transfer policy of the Institute.

10. SENIORITY LIST

In order to ensure equitable promotional avenues, a combined seniority list for all posts of non-teaching staff at various campuses will be maintained.

11. RESIDUARY MATTERS

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Bye-laws, BoM decisions/regulations and other orders applicable to the Non-Teaching Employees of the Institute in general.

12. POWER TO RELAX:

When the Board of Management of the Institute upon a recommendation made by the Director to that effect is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons. All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Rules issued with the approval of the Board of Management prior to notification of these Recruitment Rules shall stand superseded after notification of these Rules.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

13. REPEAL AND SAVINGS:

All the guidelines/decisions of the Board of Management or any authority regarding the matters governing method of appointments in respect of the posts included in the Schedule to these rules shall stand repealed. However anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the Institute for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Person with Disability, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India/UGC and approved by the Board of Management of the Institute from time to time in this regard.

14. INTERPRETATIONS:

(i) Any question relating to interpretation of these Rules, the decision of the Board of Management shall be final unless otherwise, specifically included in these rules.

(ii) Notwithstanding, anything contained in these rules, the Board of Management shall have the power to alter or modify, any of the provisions of these rules.

15. REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Director may, from time to time, issue with the approval of the Board of Management, such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.

16. The Recruitment Rules of the Institute viz. educational qualifications, designations and pay scales etc. may change as per UGC Rules& Regulations mutatis mutandis.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

**Schedule to Recruitment Rules
(Non-Teaching Employees) 2020**



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

S.No.	Name of Post/Nomenclature	Pay (As per VII Pay Commission Matrix)	Total Sanctioned Strength	Distribution			Page No.
				Total	Delhi	Kolkata	
Group-A							
1.	Registrar	Level 14	01	01	-	-	15
2.	Finance Officer	Level 14	01	01	-	-	16
3.	Head Computer Centre	Level 14	01	01	-	-	17
4.	Librarian / Dy. Librarian	Acad. Pay Level 14/ Acad. Pay Level 12	01	01	-	-	18 & 22
5.	Systems Manager	Level 12	01	01	-	-	19
6.	Deputy Registrar/ Dy. Finance Officer(Firstwhile Deputy Registrar, SAOs and SFO)	Level 12	03 01 (DFO)	03 01 (DFO)	-	-	20
7.	Assistant Systems Manger/Computer Programmer	Level 11/Level 10	03	03	-	-	23 & 29
8.	Assistant Registrar/ Asst. Finance Officer (Firstwhile Administrative Officer)	Level 10	05 01 (AFO)	03 01 (AFO)	01	01	24
9.	Assistant Librarian	Acad. Pay level 10	02	02	-	-	26
10.	Assistant Registrar (Official Language)	Level 10	01	01	-	-	28
11.	Network Manager	Level 10	02	-	01	01	30
Group-B							
12.	Section Officer /Hindi Officer / Accounts Officer, Kol (Firstwhile AFO)	Level 08	16	12	02	02	31-33
13.	Senior Personal Assistant	Level 07	04	04	-	-	34
14.	Assistant Section Officer (Firstwhile Senior Assistant)	Level 07	04	04	-	-	36
15.	Personal Assistant	Level 06	15	11	02	02	38
16.	Senior Assistant (Firstwhile Assistant)	Level 06	42	30	06	06	39
17.	Library Information Assistant (Firstwhile Library Assistant)	Level 06	03	01	01	01	41
18.	Technical Assistant	Level 06	01	01	-	-	42
Group-C							
19.	Stenographer (Firstwhile Jr. Stenographer)	Level 04	25	21	02	02	43
20.	Assistant (Firstwhile Sr. Clerk)	Level 04	12	12	-	-	45
21.	Junior Assistant (Firstwhile Jr. Clerk)	Level 02	20	16	02	02	46
22.	Electrician	Level 02	02	02	-	-	47
23.	Staff Car Driver	Level 02	02	02	-	-	48
24.	MTS /Library Attendant (Firstwhile Daftry and Peon)	Level 01	10	10	-	-	49-51



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Appendix	Page No.
Appendix-1: Composition of SCM for Direct/Open Selection	53
Appendix-2: Composition of DPC for Promotion	54
Appendix-3: Composition of DPC for Limited Departmental Examination	55
Appendix-4: Grouping of Posts	56
Appendix-5: Pay Matrix as per 7 th Pay Commission	57
Appendix-6 : Scheme of Examination for different posts	58



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Schedule-I

SCHEDULE TO RECRUITMENT RULES (NON-TEACHING EMPLOYEES) 2020



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Registrar
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment.	Essential: 1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. 2. (i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 or above including as Associate Professor with experience in Educational Administration, Or (ii) Comparable experience in research establishments and other institutions of higher education. Or (iii) 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post at Level 12. Note: The appointment shall be for tenure of five years which could be renewed for further similar terms or on deputation. Desirable: Ph.D.
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	As above at Sr. No. 7



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Finance Officer
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years.
7.	Educational & other qualification required for direct recruitment.	Essential: 1. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. 2. (i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 or above including as Associate Professor with experience in Educational Administration, Or (ii) Comparable experience in research establishments and other institutions of higher education. Or (iii) 15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post at Level 12. Desirable: Preference would be given to persons having worked in an Organised Accounts Service in Central/State Government, with similar status. Note: 1. The appointment shall be for tenure of 05 years which could be renewed for further similar terms or on deputation basis. 2. Nominations/Panel of officers fulfilling the eligibility requirement and having worked on an organised accounts service may also be invited from Ministries of Central Government.
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	On tenure basis through open selection for five years or on deputation basis. The post of Finance Officer would be filled preferably on deputation basis.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	As above at Sr. No. 7



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Head (Computer Centre)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years
7.	Educational & other qualification required for direct recruitment.	<p>1. Ph.D. with 1st Class degree at Bachelor's and Master's level in Engineering/Technology/ Science.</p> <p>2. Experience of 10 years in teaching/industry/ Research out of which 05 years must be at the level of Assistant Professor or equivalent or higher.</p> <p>Note:</p> <p>1. Candidate from Industry/Professor with recognized professional work of high standard recognized at National/Inter-national level equivalent to Doctorate would also be eligible. Requirement of Ph.D. could be relaxed in view of long experience in computing in a comparable grade.</p> <p>2. Experience should be after the Academic qualifications acquired.</p>
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment or by Deputation
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	As above at S. No. 7



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Librarian
2.	No. of Posts	Librarian / Dy. Librarian -01 (Delhi)
3.	Classification	Group A
4.	Scale of Pay	Academic Pay Level 14
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	Preferably below 55 years
7.	Educational & other qualification required for direct recruitment.	Essential: i) A Master's Degree in Library Science / Information Science / Documentation Science with at least 55 % marks or an equivalent grade in a point-scale wherever the grading system is followed. ii) A Ph.D. Degree in library science / information science / documentation / archives and manuscript-keeping. iii) At least ten years as Librarian at any level in University Library or ten years of teaching as Assistant /Associate Professor in Library Science or ten years' experience as a College Librarian. iv) Evidence of innovative library services, including the integration of ICT in a library. Desirable: i) M.Phil/Ph.D. Degree in Library Science / Information Science / Documentation / Archives and manuscript keeping. ii) Minimum 5 years working experience in Govt. Universities / CEIs on regular basis.
8.	Period of probation (if, any)	One year for direct recruits and promotees.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Promotion failing which by Direct Recruitment.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	As per CAS of UGC



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Systems Manager
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment.	Essential: Post Graduate degree in relevant subject (viz., Computer Science/Computer Engineering/ Computer Technology/Information Technology/ Computer Applications) with 55% marks with 5 year experience as a programmer/system analyst/ system manager.
8.	Period of probation (if, any)	One year for direct recruits and promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Promotion failing which by Direct Recruitment/Deputation
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Promotion: From amongst Assistant System Managers having 13 years of continuous service in that grade (8 years in G.P. 5400 and 5 years in GP-6600) meeting essential educational qualification as stated at S.No.7. Deputation: Amongst the officers holding analogous posts on regular basis; or with five years regular service in the Level 10 or more under Central/State Governments / UT Administrations/ Universities/ recognized Research Institutions/ Public Undertakings/ Autonomous Bodies/ and possessing educational qualification at Sr. No.7 above.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Deputy Registrar/Deputy Finance Officer
2.	No. of Posts	DR- 3 DFO -1
3.	Classification	Group A
4.	Scale of Pay	Level 12
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years
7.	Educational & other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none">1. A Post Graduate degree with at least 55% marks or its equivalent grade.2. At least 09 years' experience as Assistant Professor in a college of a University with experience in educational administration. <p style="text-align: center;">Or</p> <p>Comparable experience in Research Establishments and other Institutions of Higher Learning.</p> <p style="text-align: center;">Or</p> <p>At least 5 years administrative experience as Assistant Registrar or in a post Level 10.</p> <p>Desirable:</p> <ol style="list-style-type: none">1. Experience in University administration and familiarity with the working of university bodies and institutions.2. Thorough knowledge of service matters or accounts/budget or conduct of examinations.3. MBA/PG Diploma in Management or LL.B. or CA/ICWA or MCA or M.Phil/Ph.D. qualification. <p>Note:</p> <ol style="list-style-type: none">1. The incumbent should possess good communication, managerial and leadership skills to head a Division/Branch and possess good drafting/noting skills in English, conversant with the office procedure and capable to moot proposals independently.2. Should be able to participate in discussions with senior functionaries and academicians.3. He is expected to handle one or more functions independently related to Educational Administration/ Examinations/General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project management /HR/Legal.4. The Institute may restrict the number of



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

		<p>candidates for interview by holding a written test prior to interview to be prescribed by the Institute as per requirement.</p> <p>5. Preference will be given to candidates with CA/ ICWA/MBA (Finance)/MFC or a comparable professional qualification in Finance for the post(s) earmarked for Deputy Finance Officer.</p> <p>6. All the direct recruits should have working knowledge of computers.</p>
8.	Period of Probation (if, any)	One year for direct recruits and promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	<p>25 % by Promotion 75 % by Direct Recruitment</p> <p>Note: Deputy Registrar/ Deputy Finance Officer who has served for five years will be placed in the Level 13 provided their ACRs/APARs during past 5 years are consistently as per the specified benchmark.</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Promotion: From amongst the Assistant Registrar and Assistant Finance Officer and its equivalents with 05 years' service in senior scale of Level 11 on regular basis.</p>



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Dy. Librarian
2.	No. of Posts	Dy. Librarian-01
3.	Classification	Group A
4.	Scale of Pay	Academic Pay Level 12
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	45 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	Essential: 1. Master's Degree in Library Science / Information Science / documentation science with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. 2. A Ph.D. Degree in library science / information science / Documentation Science / Archives and manuscript keeping / computerization of library. 3. Eight years' experience as an Assistant University Librarian / College Librarian. 4. Evidence of innovative library services including integration of ICT in library. Desirable: 1. M.Phil. / Ph.D. Degree in Library Science / Information Science / Documentation / Archives and manuscript-keeping / computerization of library. 2. Minimum 5 years working experience in Govt. Universities / CEIs on regular basis.
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Promotion failing which by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	By UGC CAS



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Assistant Systems Manager
2.	No. of Posts	03
3.	Classification	Group A
4.	Scale of Pay	Level 11
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	Essential: i) B.E./B. Tech or M.Sc./ MCA Degree with first class or equivalent grade (6.5 in 10 point scale) ii) Six years of relevant experience in scientific / technical / ICT / other relevant areas, at least five years of which should be in the post carrying Level-10 or equivalent post. Desirable: i) M. Tech. / Ph.D. Qualifying in the national level test conducted for the purpose by the UGC or any other agency. ii) Minimum 5 years of working experience in Central / State Govt. / Semi-Govt. / PSU / Govt. Autonomous organizations /Govt. Universities / Govt.
8.	Period of probation (if, any)	One year for direct recruits and promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	67 % by Direct Recruitment 33 % by Promotion
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	Computer Programmer or Network Manager with 5 years service in the grade and qualifications as per S.No. 7 above.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Assistant Registrar/Assistant Finance Officer
2.	No. of Posts	Asst. Registrar-05 Asst. Finance Officer – 01
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	Essential: Good academic record plus Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable: 1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities. 2. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D. qualification. NOTE: 1. All the candidates for Direct Recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview. 2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the Institute from time to time with the approval of the BoM in this regard. 3. All the direct recruits should possess working knowledge of computers.
8.	Period of probation (if, any)	One year for direct recruits and promotees.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50 % Promotion 50 % Direct Recruitment Note: Assistant Registrar and equivalent posts shall be eligible for the Higher Pay of Level 11 after 8 years of service provided, they have participated in two



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

		<p>training programmes on Education Administration and Financial Management (For Assistant Finance Officer) each of approximately four weeks duration and their performance appraisal reports are consistently satisfactory. The higher Pay Level 11 shall be restricted in the case of promotion to senior scale of these posts to 50% of total strength of Assistant Registrar or their equivalent grades, as the case may be</p> <p>BROAD DUTIES AND RESPONSIBILITIES: The incumbent should possess good communication, analytical, administrative and managerial skill and aptitude for drafting/noting in English. Should be able to coordinate /liaise with other divisions/departments and participate in discussion with senior functionaries and academicians to express free and frank opinion on the issues.</p> <p>The incumbent shall be required to head independently one or more branches and functions related to Educational Administration/Examination/General Administration/ Purchase/Establishment & personnel matters /Accounts & Finance/Pension /Project Management/Human Resource/ Legal/Estate matters/Security/Building and Works services/RTI/Public Grievances/ Students Support System and duties of DDO//Estate Officer and similar duties and to ensure compliance of relevant rules.</p>
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	<p>Eligibility conditions for promotion: Amongst the Section Officer/ Accounts Officer/Assistant Section Officer/Senior Personal Assistant/ Personal Assistant/Senior Assistant in the pay scale of Level 08/07/06 with at least 3 years regular service in the cadre.</p> <p>Notes: 1. Their selection will be based on their performance at interview, service record/ACR, seniority and written test etc. 2. The scheme of examination and weightage of marks for written test, service records and interview etc. will be as prescribed by the Institute from time to time with the approval of the BoM.</p>



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Assistant Librarian
2.	No. of Posts	02
3.	Classification	Group A
4.	Scale of Pay	Academic Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	<p>Essential:</p> <p>1. Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>2. A consistently good academic record, with knowledge of computerization of a library.</p> <p>3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009 or 2016 and their amendments from time to time as the case may be:</p> <p>Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree, and such Ph.D. candidates shall be exempted from the recruitment of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent position in University / Colleges / Institutions subject to the fulfilment of the following conditions:-</p> <p>a) The Ph.D. degree of the candidate has been awarded in the regular mode b) The Ph.D. degree has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate has been conducted; d) The candidate has published two research papers</p>



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

		<p>from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two papers based on his / her Ph.D. work in conference / seminars / sponsored / funded / supported by the UGC / ICSSR / CSIR or any similar agency.</p> <p>Note:</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>4. Five years' experience as Library Information Assistant / Library Information officer in the Pay Level-7 (5 years) / Pay Level-6 (6 years) from Central or State Educational and Research Institutes.</p> <p>Desirable:</p> <p>1. PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>2. Minimum 5 years working experience in Universities, Central Educational Institutes on regular basis.</p>
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	-



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Assistant Registrar (Official Language)
2.	No. of Posts	01
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	As per Government of India norms
7.	Educational & other qualification required for direct recruitment.	Essential: 1. Masters degree with 55% marks in Hindi or English with the other language as a main subject at the Degree level. <p style="text-align: center;">OR</p> Masters degree with 55% marks in any subject with Hindi and English as main subjects at the degree level; <p style="text-align: center;">OR</p> Masters Degree with 55% marks in any subject with Hindi or English Medium and other language as main subject at the Degree level. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. Three years experience as Section Officer (Official Language) in Govt./PSU/Autonomous Body. Desirable: i. A certificate or Diploma in Translation ii. Knowledge of regional language
8.	Period of probation (if, any)	Not Applicable
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Deputation



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Computer Programmer
2.	No. of Posts	(ASM/Computer Programmer) -03
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment.	Essential: B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology or M.Sc. (Computer Science) or MCA with 03 years' experience in programming and Database management or Network administration in a research/ Educational institute or commercial/ service industry establishment of repute.
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	-



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Network Manager
2.	No. of Posts	02
3.	Classification	Group A
4.	Scale of Pay	Level 10
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	35 years.
7.	Educational & other qualification required for direct recruitment.	Essential: B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology or M.Sc. (Computer Science) or MCA with 03 years' experience in programming and Database management or Network administration in a research/ Educational institute or commercial/ service industry establishment of repute.
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ Deputation to be made.	-



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Section Officer/ Hindi Officer/ Accounts Officer
2.	No. of Posts	16*
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 08
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	Essential: (a) Master's degree with at least 55% marks with (b) Three years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking. OR (a) Bachelor's degree with at least 55% marks (b) with at least five years of experience in the related field in Pay level 6 (4200 G.P.) or in equivalent status having total comparable emoluments in a University/Govt. department/autonomous body/public sector undertaking. (c) Good working knowledge of Computer Operations. Desirable: 1. Diploma / Certificate of minimum 6 months duration in Computer Application /Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline. 2. Post qualification experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU. 3. For the post of Asst. Accounts Officer the preference would be given Graduation in Commerce/CA/ICWA/CS. Note: All the candidates for Direct Recruitment will be required to appear in the written examination as per scheme of examination prescribed by the Institute.
8.	Period of probation (if, any)	One year for direct recruits and promotees.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 50% by Limited Departmental Examination, failing which by Direct Recruitment. Note: Section Officers on completion of 4 years' service in Pay level 8 (4800 G.P.) will be placed in pay level 10 (5400 GP) provided their ACRs/APARs during past 4 years are consistently as per the specified benchmark.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Amongst the Assistant Section Officers / Senior P.A. working in the pay scale of Level 07 with minimum period of 05 years regular service in the cadre. Limited Departmental Examinations: Amongst Assistant Section Officer and Senior P.A. and others in the pay level and Senior Assistant/P.A.s and others in the pay level 06 with minimum period of 3 years regular service in the grade and qualification as per S.No. 7 would be eligible.

* One post of Section Officer at Kolkata and one at Kakinada Campus has been designated as Accounts Officer (Erstwhile Assistant Fin. Officer)



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Hindi Officer
2.	No. of Posts	-
3.	Classification	Group B
4.	Scale of Pay	Level 08
5.	Whether Selection Post or Non Selection Post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment.	Essential: 1. Masters Degree with second class in Hindi or English with the other language as a main subject at the degree level. <p style="text-align: center;">OR</p> Masters Degree with second class in any subject with Hindi and English as main subjects at the degree level. <p style="text-align: center;">OR</p> Masters Degree with second class in any subject with Hindi or English Medium and other language as main subject at the Degree level. 2. Experience of 03 years of Translation work in an organisation. <p style="text-align: center;">OR</p> Experience of terminological work of 3 years in an institution or independent translation work of equivalent nature. 3. 5% of marks in Master Degree relaxable in case of SC/ST candidates DESIRABLE: i. A Certificate or Diploma in translation. ii. Knowledge of regional language.
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	By Direct Recruitment Note: Hindi Officer on completion of 4 years' service in Pay level 8 (4800 G.P.) will be placed in pay level 10 (5400 GP) provided their ACRs/APARs during past 4 years are consistently as per the specified benchmark.
10	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	-



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Senior Personal Assistant
2.	No. of Posts	04
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Non-Applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none">1. A Bachelor Degree from a recognized University.2. At least three years post qualification experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Governmental Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.3. Skill test norms: (a) Dictation: 10 mts @ 100 w.p.m. (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer. (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc. <p>Desirable:</p> <ol style="list-style-type: none">1. Degree/Diploma in Computer Application/Science.2. Diploma in Office Management and Secretarial practice.3. Knowledge of service rules applicable for Central Government establishments. <p>Note:</p> <ol style="list-style-type: none">1. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the Institute from time to time.2. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized. The incumbent will maintain the



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

		<p>confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his superiors officially or who are helpful to the superiors or who have dealings with the superiors as professional persons.</p> <p>3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.</p>
8.	Period of probation (if, any)	One year for direct recruits and promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75% by Promotion. 25% by Limited Departmental Examination failing which by Direct Recruitment
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Personal Assistants with 05 years of regular service in the cadre and on the basis of quality of ACRs/APAR.</p> <p>Limited Departmental Examination: Amongst the Personal Assistants with 03 years of regular service in the cadre. The candidates would be assessed on the basis of the Scheme of Examination prescribed.</p> <p>Deputation: Officers working in analogous post in the pay scale of Level 07 or equivalent service Or Personal Assistant or Stenographers working in the core pay scale of Level 06 or equivalent with at least 05 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.</p> <p>Note: The selection for deputation will be made on the basis of biodata of the candidate & quality of ACRs/APAR.</p>



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Assistant Section Officer
2.	No. of Posts	04
3.	Classification	Group B
4.	Scale of Pay	Level 07
5.	Whether Selection Post or Non Selection Post	Not applicable
6.	Age limit for direct recruitment	35 years
7.	Educational & other qualification required for direct recruitment.	Essential: 1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers. 2. At least three years post qualification experience working as Senior Assistant/ Assistant in a Governmental Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government. Note: 1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar. He/she should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/ Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations. 2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the Institute from time to time. 3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.
8.	Period of probation (if, any)	One year for direct recruits and promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75% by Promotion. 25% by Limited Departmental Examination failing which by Direct Recruitment



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Senior Assistants working in the pay scale of Level 06 with minimum period of 05 years regular service in the cadre.</p> <p>Limited Departmental Examination: Amongst the Sr. Assistants with 03 years of regular service in the cadre. The candidates would be assessed on the basis of the Scheme of Examination prescribed.</p>
-----	--	---



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Personal Assistant
2.	No. of Posts	15
3.	Classification	Group B
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not applicable
6.	Age limit for direct recruitment	30 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	Essential: 1. A Bachelor's Degree from a recognized University 2. Three years of experience as Stenographer/Steno-typist in Govt. Academic Institutes/ Open Learning Distance Institutes/ Autonomous Bodies / Public Sector. Desirable: 1. One year Diploma in Computers.
8.	Period of probation (if, any)	One year for direct recruits and promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	75 % by Promotion 25 % by Direct Recruitment Note: The selection for Direct Recruitment will be made on the basis of Scheme of Examination as prescribed by the Institute from time to time.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	Promotion: Amongst the Stenographers working in the pay scale of Level 04 with minimum period of 05 yearsof regular service in the cadre.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Sr. Assistant
2.	No. of Posts	42
3.	Classification	Group B, Ministerial
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	Essential: Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers. Note: 1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar. He/she should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/ Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations. 2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the Institute from time to time. 3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.
8.	Period of probation (if, any)	One year for direct recruits and promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion. 25% by Limited Departmental Examination failing which by Direct Recruitment. 25% by Direct Recruitment. Note: 1. The selection for Direct Recruitment will be made on the basis of Scheme of Examination as prescribed by the Institute from time to time.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

10.	In case of recruitment by promotion/ deputation, grades from which promotion/ deputation to be made.	<p>Promotion: Amongst the Assistants working in the pay scale of Level 04 with minimum period of 05 years regular service in the cadre.</p> <p>Limited Departmental Examinations: Amongst the Assistants or other incumbents of ex-cadre posts working in the pay scale Level 05/Level 04 with minimum period of 03 years regular service in the cadre.</p>
-----	--	---



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Library Information Assistant
2.	No. of Posts	03
3.	Classification	Group B
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	30 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	Essential: 1. Master's Degree in Library Science with at least 60% marks or equivalent diploma in Library Science of a recognised University / Institute equivalent obtained after graduation. 2. Bachelor's Degree in Science with at least 60% marks from a recognized university or equivalent. 3. Relevant experience of 3 years in a Library/Computerization of a Library or one year certificate in computer application from a recognized institution or equivalent. Desirable: 1. Master's Degree in Library Science/Information Science/Documentation or equivalent grade and a consistently good academic record. One year specialization in the area of Information Technology/Archives. 2. Three years working experience in Central/ State Govt./Semi-Govt./PSU/Govt. Autonomous Organisations/ Govt. Universities/Govt. Institutes of national importance on regular basis.
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment Note: 1. The selection will be made on the basis of Scheme of Examination as prescribed by the Institute from time to time.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not applicable



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Technical Assistant
2.	No. of Posts	01
3.	Classification	Group B
4.	Scale of Pay	Level 06
5.	Whether Selection Post or Non Selection Post	Non- Selection
6.	Age limit for direct recruitment	30 years for direct recruits.
7.	Educational & other qualification required for direct recruitment.	B.E. /B.Tech (Civil/Electrical) with at least 55 % from Government recognized institution having 03 years' of work experience in Maintenance/Repair related works.
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % by Direct Recruitment
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Not applicable



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Stenographer
2.	No. of Posts	25
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment.	Essential: 1) Passed Sr. Secondary School (10+2) Examination or its equivalent examination. 2) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English Or Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi. Desirable: 1. Knowledge of Computers. 2. Diploma in Computers and/or Office Management and Secretarial Practice. Note: 1. The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time. 2. All direct recruits should qualify a typing test in computer within one year from their appointment and before completion of their probation period. 3. Based on the requirement of posts, the Institute shall conduct its own recruitment test or alternatively seek nomination from the Staff Selection Commission for each recruitment year. In case the Institute seeks nomination from SSC, the same qualification for similar posts prescribed by the Govt. of India shall apply.
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled up by various methods	100% by Direct Recruitment failing which by deputation.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Deputation: Persons working in analogous post in the pay scale of Level 04 with at least 02 years of regular service or Junior Assistant/Lower Division Clerk in the pay scale of Level 02 with at least 03 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning. Departmental Junior Assistant with at least 03 years' regular service is also eligible and in case of their selection they will be deemed to be appointed on promotion. The selection will be made on the basis of skill test, quality of ACRs/APAR.
-----	--	---



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Assistant
2.	No. of Posts	12
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	Essential: A Graduate from a recognized University in any discipline with good working knowledge of computers.
8.	Period of probation (if, any)	One year for direct recruits and promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion 25% by Limited Departmental Examination, failing which by Direct Recruitment. 25% by Direct Recruitment Note: 1. The selection for Direct Recruitment will be made on the basis of Scheme of Examination as prescribed by the Institute from time to time.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	Promotion: Amongst the Junior Assistants working in the pay scale of Level 02 with minimum period of 05 years regular service in the cadre. Limited Departmental Examination: Amongst the Junior Assistants working in the pay scale of Level 02 with minimum period of 03 years regular service in the cadre.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Junior Assistant
2.	No. of Posts	20
3.	Classification	Group C, Ministerial
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age limit for direct recruitment	27 years for direct recruits.
7.	Educational & other qualification required for direct recruitment.	Essential: 1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board / University / Institution. 2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.
8.	Period of probation (if, any)	One year for direct recruits.
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment. Note: 1. The selection will be made on the basis of Scheme of Examination as prescribed by the Institute from time to time.
10.	In case of recruitment by promotion/deputation, grades from which promotion/deputation to be made.	-



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Electrician
2.	No. of Posts	02
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 04
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age limit for direct recruitment	27 years for direct recruits
7.	Educational & other qualification required for direct recruitment.	Essential: Diploma/ITI in a relevant trade from a recognized Institution with a Certified Electrician License issued by competent authority. Desirable: 1. 01 year work experience
8.	Period of probation (if, any)	One year for direct recruits and promotees
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	50% by Promotion failing which by Direct Recruitment. 50% by Direct Recruitment. Note: Promotion: From among employees having 05/10 years' experience in lower grade with Level 03/Level 02 in related field, respectively. Direct Recruitment: The selection will be made on the basis of Scheme of Examination as prescribed by the Institute from time to time.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Staff Car Driver (Ordinary Grade)
2.	No. of Posts	02
3.	Classification	Group C, Non Ministerial
4.	Scale of Pay	Level 02
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	30 years
7.	Educational & other qualification required for direct recruitment.	Essential: 1. A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/ University/Institution or a Graduate from a recognized University. 2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle) 3. Experience of driving a motor vehicle for at least 3 years. Desirable: Possessing a valid license for Heavy vehicles. Note: A driving test will be conducted through an Agency identified by the Institute.
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	By Direct Recruitment or Short term Contract
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	For placement of Staff Car Drivers in the next Grade, promotion scheme available for Staff Car Drivers as per the Govt. of India will be applicable from time to time.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Multi Tasking Staff (Erstwhile Peon, Daftry)/ Library Attendant
2.	No. of Posts	10
3.	Classification	Group C, Non-Ministerial
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Not Applicable
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment,	10th pass or ITI equivalent
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100 % Direct Recruitment or by contract / outsourcing Note: The selection will be made on the basis of Scheme of Examination as prescribed by the Institute from time to time.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not Applicable



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

1.	Name of Post	Library Attendant
2.	No. of Posts	-
3.	Classification	Group C
4.	Scale of Pay	Level 01
5.	Whether Selection Post or Non Selection Post	Non- Selection
6.	Age limit for direct recruitment	27 years
7.	Educational & other qualification required for direct recruitment.	<p>Essential:</p> <ol style="list-style-type: none">1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.2. Certificate in Library Science/Library & Information Science from a recognized Institution. <p>Desirable:</p> <p>Computer as a subject at Secondary level or Basic course in Computers from any Institution.</p> <p>Note: The incumbent is generally expected to undertake the following duties:-</p> <ol style="list-style-type: none">1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.3. Assist in Opening / Closing of the Library;4. Manning the Check Point/ Property Counter;5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.6. Arrangement of chairs, tables in respective units, sections and in the reading halls.7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.8. Library services for users with special needs;9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

		<p>10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;</p> <p>11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.</p> <p>12. Searching out the damaged books and periodicals, mending them and preparing them for binding;</p> <p>13. Pasting of bar code labels and magnetic strips on books, periodicals etc.</p> <p>14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.</p> <p>15. Collection of parcels from Rail, Road and Air etc.</p> <p>16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messengers job etc.)</p> <p>17. Attending holiday and weekend and shift duties.</p> <p>18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.</p>
8.	Period of probation (if, any)	One year for direct recruits
9.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods.	100% by Direct Recruitment / by contract or outsourcing Note: 1. The selection will be made on the basis of Scheme of Examination as prescribed by the Institute from time to time.
10.	In case of recruitment by promotion/ deputation, grades from which promotion/deputation to be made.	Not applicable



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

**APPENDIX TO SCHEDULE
RECRUITMENT RULES
(NON- TEACHING EMPLOYEES) 2020**



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Appendix-1 to Schedule

COMPOSITION OF SELECTION COMMITTEES FOR DIRECT RECRUITMENT/OPEN SELECTION

S. No	Category of Posts	Composition
1.	Registrar and FO	As per Provision in MoA
2.	Group A Posts	<ul style="list-style-type: none">• Director– Chairperson• Registrar• Dean/ Chairperson/HoD nominated by the Director• Two members from the BoM nominated by the Director• One External Expert to be nominated by the Director• One representative from SC/ST/OBC/PH Category, wherever required
3.	Group B Posts (equivalent Gazetted posts)	<ul style="list-style-type: none">• Director –Chairperson• Registrar• Finance Officer• Dean/ Chairperson/HoD nominated by the Director• One External Expert• Head of the Department of the Department Concerned, if the post is exclusively for the Department.• One representative from SC/ST/OBC/PH category, wherever required

Note:

1. Where the Selection Committee is constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one member belonging to SC/ST, one member belonging to OBC category and one member belonging to minority community in such Committees/ Boards. Further, one of the members of the Selection Committee/ Board, whether from the general category or from the minority community or from the SC/ST/OBC community should be a lady failing which a lady member should be co- opted on the Committee/Board. It may also be ensured that where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a lady officer, for inclusion in such Committees/Boards.

2. At least three persons including the Chairperson but excluding SC/ST/OBC/PH representative present in the meeting shall form the quorum.

3. For Group Band Group C the skill test may be conducted in accordance with Scheme of Examination, where applicable.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Appendix-2 to Schedule

COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE (DPCs) FOR PROMOTION

S. No	Category of Posts	Composition
1.	Group A Posts	<ul style="list-style-type: none">•Director–Chairperson•Registrar•Finance Officer• Dean/ Chairperson/HoD nominated by the Director• An External Expert nominated by the Director• One representative from SC/ST/OBC/PH category, wherever required
2.	Group –B Posts	<ul style="list-style-type: none">•Director– Chairperson•Registrar• Finance Officer• Dean/ Chairperson/HoD nominated by the Director•An External Expert nominated by the Director• One representative from SC/ST/OBC/PH category
3.	Group – C Posts	<ul style="list-style-type: none">•Registrar– Chairperson• Finance Officer or his nominee•Deputy Registrar•An External Expert nominated by the Director• One representative from SC/ST/OBC/PH category

Note:

- 1 At least three persons including the Chairperson but excluding SC/ST/OBC/PH representative present in the meeting shall form the quorum.
- 2 For Group B and Group C the skill test may be conducted in accordance with Scheme of Examination.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Appendix-3 to Schedule

COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE for LDE, which will examine the eligibility of the candidate, who has cleared the Limited Department Test

S. No	Category of Posts	Composition
1.	Group B Posts	<ul style="list-style-type: none">•Deputy Registrar– Chairperson•Assistant Registrar• Section Officer (Vigilance)•Nominee of the Head of the Department of the Department, if the post is exclusively for the Department• One representative from SC/ST/OBC/PH category
2.	Group –C Posts	<ul style="list-style-type: none">•Deputy Registrar/Assistant Registrar– Chairperson• Section Officer (Vigilance)•Nominee of the Head of the Department of the Department, if the post is exclusively for the Department• One representative from SC/ST/OBC/PH category

Note:

- 1 At least three persons including the Chairperson but excluding SC/ST/OBC/PH representative present in the meeting shall form the quorum.
- 2 For Group B and Group C the skill test may be conducted in accordance with Scheme of Examination.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Appendix-4 to Schedule

Nomenclature and Pay Scales

S. No.	Name of Group/ Nomenclature	Pay (As per VII Pay Commission matrix)
Group-A		
1.	Registrar	Level 14
2.	Finance Officer	Level 14
3.	Head Computer Centre	Level 14
4.	Librarian/Dy. Librarian	Acad. Pay Level 14
5.	Dy. Librarian	Acad. Pay Level 12
6.	Systems Manager	Level 12
7.	Deputy Registrar (Erstwhile Deputy Registrar and SAOs)	Level 12
8.	Deputy Finance Officer(Erstwhile Sr. Finance Officer)	Level 12
9.	Assistant Systems Manager/Computer Programmer	Level 11/Level 10
10.	Assistant Librarian	Acad. Pay level 10
11.	Assistant Registrar (Erstwhile Administrative Officer)	Level 10
12.	Assistant Finance Officer (Erstwhile Finance Officer)	Level 10
13.	Assistant Registrar (Official Language)	Level 10
14.	Network Manager	Level 10
Group-B		
15.	Section Officer /Hindi Officer /Accounts Officer (Erstwhile AFO, Kolkata)	Level 08
16.	Senior Personal Assistant	Level 07
17.	Assistant Section Officer (Erstwhile Senior Assistant)	Level 07
18.	Personal Assistant	Level 06
19.	Senior Assistant (Erstwhile Assistant)	Level 06
20.	Library Information Assistant(Erstwhile Library Assistant)	Level 06
21.	Technical Assistant	Level 06
Group-C		
22.	Stenographer (Erstwhile Jr. Stenographer)	Level 04
23.	Assistant (Erstwhile Sr. Clerk)	Level 04
24.	Junior Assistant (Erstwhile Jr. Clerk)	Level 02
25.	Electrician	Level 02
26.	Staff Car Driver	Level 02
27.	MTS /Library Attendant(Erstwhile Daftry and Peon)	Level 01



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Appendix-5 to Schedule

Matrix as per 7th Pay Commission

Pay Band	PAY MATRIX (CIVILIAN EMPLOYEES)																APPENDIX-I		
	5200-20200					9300-34800				15600-39100				37400-67000			67000-79000	75500-80000	80000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200	182200	205400	225000	250000
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500	187700	211600		
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000	193300	217900		
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600	199100	224400		
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300	205100			
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200	211300			
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172200	217600			
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400	224100			
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700				
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	171100	188200				
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	176200	193800				
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	181500	199600				
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	186900	205600				
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	192500	211800				
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	198300	218200				
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200					
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300					
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	203500	216600					
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600						
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	215900						
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400							
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700							
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100							
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600							
25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300							
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100							
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100							
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200							
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500							
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900							
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500							
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200							
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100							
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200							
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400								
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000								
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700								
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600								
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700								
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500									



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Appendix – 6 to Schedule

Scheme of Examination for the posts included in Schedule (As applicable).

5.1 Scheme of Examination

5.1.1. Scheme of Examination for recruitment to the post of Assistant Registrar/ Assistant Finance Officer by direct recruitment:

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of **Assistant Registrar/ Assistant Finance Officer/** by direct recruitment:

A. Scheme of the Examination:

Written Test			Interview/ Personality Test
MCQ Type (150 questions) Paper I	Time:2 hours*	Max. Marks allowed: 150 marks	Max. Marks allowed: 150 marks
Descriptive Type Paper II	Time: 2 hours*	Max. Marks Allowed: 150 marks	
Total Marks (150 + 150 + 150)			450 marks

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

B. Components of Written Test:

COMPONENTS		Duration: 2 hours each	
		NO. OF QUESTIONS	MARKS
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Financial Management	--	150
TOTAL		300	

C. Syllabus:

Paper I: Test of General Studies (MCQ Type)

Questions will be designed to test the ability of the candidate's **General Studies** viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on **General Science** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Financial Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, basic concepts and principles of Public Administration and Finance including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff. Knowledge of relevant regulations and guidelines viz. CCA/CCS Rules, RTI, POSH etc. (addition)

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget, General Financial Rules (GFR), FR-SR etc.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45 % for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score atleast 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.1.2 Scheme of Examination for Promotion to the post of Assistant Registrar/ Assistant Finance Officer

The following shall be the Scheme of Examination, components of written test and its syllabus, etc. for recruitment to the post of **Assistant Registrar/Assistant Finance Officer** by promotion:

A. Scheme of the Examination:

Written Test			Service Records	Interview	Total Marks
Details of Paper	Time	Max. Marks	Max. Marks	Max. Marks	
Paper-I (Objective) (75 Questions)	01 hour 30 minutes*	75	60	140	-
Paper-II (Descriptive)	2 hours 30 minutes*	125	-	-	
Total		200	60	140	400
Weightage for final score		50%	15%	35%	100%

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

B. Written Test Components:

Components	No. of Questions	Marks	Duration
Paper-I: General Studies	75	75	01 hour 30 minutes
Paper-II University Administration	-	125	02 hours 30 minutes
Total		200	

C. Syllabus:

Paper I: General Studies

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, Constitution of India, Organisation of the machinery of the Government of India, and IIFT, subject of interest and importance on the present day relating to educational policy of the Government of India and its regulatory bodies.

Paper-II: IIFT Administration

The candidates are expected to have the knowledge of the following rules:-



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

- i. Memorandum of Association of IIFT and Service Bye Laws of IIFT.
- ii. Governance Structure of IIFT
- iii. Regulations related to Institute Examinations and courses of study
- iv. The Recruitment Rules (Non Teaching Employees)
- v. Fundamental and Supplementary Rules.
- vi. Central Civil Services (CCA) Rules.
- vii. Reservations and Concessions for SC, ST, OBC, PH etc.
- viii. General Financial Rules.
- ix. CCS (Leave) Rules.
- x. Budget and Accounts.
- xi. The Right to Information Act.
- xii. The Public Premises (Eviction of Unauthorized Occupants) Act.

The following Books/websites may be helpful to the candidates for the purpose of examination:-

- (1) The Constitution of India.
- (2) India Year Book published by the Publications Division, Govt. of India.
- (3) Fundamental and Supplementary Rules (Swamy's compilation).
- (4) The Central Civil Services (Classification, Control and Appeal) Rules, 1965 (Swamy's compilation).
- (5) Compilation of General Financial Rules (Revised and Enlarged) (Swamy's latest edition).
- (6) Central Civil Services (Leave) Rules, 1972 (Swamy's compilation).
- (7) Manual on Establishment and Administration (Swamy's compilation)
- (8) Reservations and Concessions for SC, ST, OBC, PH etc. (Swamy's compilation)
- (9) Annual Reports of the Institute
- (10) Websites of University of Delhi, MHRD, DoPT, Ministry of Finance, Parliament of India and Regulatory Bodies on Higher Education

D. Service Record

Service Record would be indicated by the ACR/APAR for the preceding three years.

E. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper for the written test should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable) for the two papers taken together.
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

4. Merit would be drawn on the basis of result of the written test, service record and personality test and the prescribed weightages prescribed for them.
5. The personality test and assessment of service record would be done by the Committee prescribed in the Appendix to the Recruitment Rules for Promotion to the post.
6. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2 Administrative Posts:

5.2.1 Scheme of Examination for Direct Recruitment to the post of Section Officer/ Accounts Officer

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Section Officer** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. Marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. Marks: 200 marks
Personality Test/ Interview	-	Max. Marks 100 marks
Total Marks		600 marks

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3hours
		MARKS
	Descriptive Type	200
	TOTAL	200

C. Syllabus:

Paper – I:



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45 % for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score atleast 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.2 Scheme of Examination for Direct Recruitment to the post of Hindi Officer

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Hindi Officer** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I Objective Type	Time: 2 hours*	Max. Marks: 200 marks (200 questions)
Paper-II Descriptive Type	Time: 2 hours*	Max. Marks: 200 marks
Personality Test/Interview	-	Max Marks: 100 marks
Total Marks		500 marks

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Hindi	100	100
(ii)	General English	100	100
	TOTAL	200	200

Paper-II	TEST COMPONENTS	DURATION: 2 hours
		MARKS
	Translation & Essay	200
	TOTAL	200

C. Syllabus:

Paper – I:

Paper-I will consist of Objective Type-Multiple Choice Questions only.

- a) General Hindi : 100 marks (Objective type)- 100 Questions
- b) General English : 100 marks (Objective type)- 100 Questions

Questions will be designed to test the candidate's understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Paper – II:

Translation and Essay: 200 Marks (Conventional Type)

The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage from for translation from English to Hindi, and an Essay each in Hindi and English to test the candidate's translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.

The level of the paper will be consistent with the educational qualifications prescribed.

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45 % for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score atleast 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.3 Scheme of Examination for Direct Recruitment to the post of Assistant Section Officer

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Assistant Section Officer** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. Marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. Marks: 200 marks
Total Marks		500 marks

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3hours
		Marks
	Descriptive Type	200
	TOTAL	200

C. Syllabus:

Paper – I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit shall be drawn on the basis of combined scores of both the papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.4 Scheme of Examination for Direct Recruitment to the post of Senior Assistant

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Senior Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. Marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. Marks: 200 marks
Total Marks		500 marks

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3hours
		Marks
	Descriptive Type	200
	TOTAL	200

C. Syllabus:

Paper – I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving,



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

6. Merit shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit shall be drawn on the basis of combined scores of both the papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.5 Scheme of Examination for Direct Recruitment to the post of Sr. Personal Assistant and Personal Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Personal Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. Marks allowed:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	2 hours*	150
Total Marks			450

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 2hours	
		Marks	
	Descriptive Type	150	
	TOTAL	150	

C. Skill Test Norms

- (a) Dictation: 10 mts @ 100 w.p.m.
- (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.
- (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

The test will be of 50 marks. To qualify the candidate should obtain 25 marks.
(This will however be only be qualifying in nature.)



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

D. Syllabus:

Paper – I:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidate's reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/ examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.6 Scheme of Examination for Direct Recruitment for Stenographer.

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 12 th Class/ Senior Secondary.	Time: 3 hours*	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: ½ hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

*20 minutes extra per hour would be given to Visual Handicapped and Cerebral Palsy candidates.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I only.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.7 Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time*:	Max. Marks allowed:
Paper-I	MCQ Type	3 hours	200 marks (200 questions)
Paper-II	Essay & Comprehension Test	1 hours	100
Total Marks			300

***20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.**

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
	TOTAL	200	200

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		Marks
	Essay Comprehension & letter writing	100
	TOTAL	100

Skill Test	TEST COMPONENTS	Details
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*

*PwD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

C. Syllabus:

Paper I:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

D. Skill Test:

The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

3. The minimum qualifying marks for Paper I and Paper II separately shall be 45 % for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.8 Scheme of Examination for Direct Recruitment for the post of MTS

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of MTS

A. Scheme of Examination:

Written Test		
Paper – I (MCQ Type) (100 questions)	Time: 2 hrs.*	Max. Marks: 200 marks
Total Marks		200 marks

*20 minutes extra per hour would be given to VH and Cerebral Palsy candidates.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	25	50
(ii)	Reasoning ability	25	50
(iii)	Mathematical ability	25	50
(iv)	Test of Language English or Hindi	25	50
TOTAL		100	200

B. Syllabus:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

(iv) Test of English or Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for written test will be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be negative marking for wrong answers in Written test to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify the written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.9 Scheme of Examination for Limited Departmental Examination for the post of Section Officer

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Section Officer** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and IIFT MoA, Bye-laws and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
TOTAL		200

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 2 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.10 Scheme of Examination for Limited Departmental Examination for the post of Assistant Section Officer.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Assistant Section Officer** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and IIFT MoA, Bye-laws and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
TOTAL		200

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 2 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.11 Scheme of Examination for Limited Departmental Examination for the post of Senior Personal Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Senior Personal Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and IIFT MoA, Bye-laws and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
TOTAL		200

B. Skill Test Norms

- (a) Dictation: 10 mts @ 100 w.p.m.
- (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.
- (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 2 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.12 Scheme of Examination for Limited Departmental Examination for the post of Senior Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Senior Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and IIFT MoA, Bye-laws and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
TOTAL		200

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 2 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending upon the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.2.13 Scheme of Examination for Limited Departmental Examination for the post of Assistant.

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **Assistant** through limited departmental examinations.

A. Scheme of Examination:

	TEST COMPONENTS (02 Hours)	MARKS
(i)	Basic Knowledge of Constitution of India and IIFT MoA, Bye-laws and other attendant matters	30
(ii)	Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system	100
(iii)	Skills in noting and drafting	40
(iv)	Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	30
TOTAL		200

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The minimum qualifying marks will be overall 40% for the Unreserved posts and 35% for the reserved posts (i.e. for SC/ST/PwD category as applicable).
3. The level of the questions will be as per the work profile of the post concerned for which the test is being conducted.
4. The APAR and eligibility conditions of the successful candidates will be scrutinized by a committee of Officers as defined in Appendix 2 to the Schedule
5. A panel shall be created on the basis of the written exam and due vetting by the committee detailed above, which shall be valid for a period of one year or till the time the number of posts is filled on the basis of available names from the panel, whichever is earlier.
6. The test will be held every year/once in two years depending on the number of vacancies in a year. In case there are no vacancies in a particular year, no test will be held.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.3.1 Scheme of Examination for Direct Recruitment for the post of TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of **TECHNICAL ASSISTANT**

A. Scheme of Examination:

Written Test		
Paper – I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 150 marks (150 questions)
Paper – II Practical questions on Project Management, Estates Management, Maintenance Systems and Procedures, GFR etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Total Marks		300 marks

*20 minutes extra per hour would be given to Visual Handicapped and Cerebral Palsy candidates.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science#	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Arithmetical & Numerical Ability	30	60
(v)	Test of Language English or Hindi	20	40
TOTAL		150	300

B. Detailed Syllabus for Paper I:

(i) **General Science:** Questions will be designed to test the knowledge of general science. The questions may be from all the spheres of science pertinent to the activities to be undertaken for performance of his duties,

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper – II: Subject specific based practical questions.

Topic	Marks allocated
• Practical questions on Project Management, Estates Management, Maintenance Systems and Procedures, GFR etc.	Section 1 – MCQ 100 marks (50 questions)
• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	Section 2 – Descriptive 50 marks (5 questions)

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.

However, section (ii), (iii), (iv) & (v) of the paper I will be evaluated, only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.

4. Answer script of Paper-II of a candidate would be evaluated only if, the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I, Paper II, separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:

- a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
- b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
- c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.4. Library Posts:

5.4.1 Scheme of Examination for Direct Recruitment to the post of Library Information Assistant

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of Library Assistant by direct recruitment.

A. Scheme of the Examination:

Written Test		
Paper –I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library Operations etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of Librarian, Deputy Librarian or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.	Time : 1 hr	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (300+150)		450 marks

*20 minutes extra per minute would be given to Visual Handicapped and Cerebral Palsy candidates.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
TOTAL		150	300



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

B. Detailed Syllabus for Paper I:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper – II: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none">• Knowledge and application of Library and Information Science Procedures, rules & Regulations.• Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.	Section 1 – MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning.

The candidates may be tested for his/her skills in:

- Search in electronic data bases(online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- knowledge of any Indian/Foreign language as opted by the candidate from the list given below:

Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify Paper I and Paper II and skill test, if any separately. The Merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.4.2 Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude#	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
TOTAL		150	300

B. Detailed Syllabus:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(#The candidate has to secure 50% marks in section (i) of this paper, 5% relaxation will be provided for SC/ST/OBC/PwD)

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination,



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.

However, section (ii), (iii), (iv) & (v) of the paper will be evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.

4. There shall be negative marking for wrong answers in written test to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.5 Technical Posts (Computer)

5.5.1 Scheme of Examination for Direct Recruitment to the post of Computer Programmer

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Computer Programmer** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 1 hour*	Max. Marks: 100 marks (100 questions)
Paper-II Objective type on knowledge of computer Languages/Packages/ Systems in which expertise is needed in the Institute when the vacancy is being advertised	Time: 1 hour*	Max marks: 100 marks (100 questions)
Paper-III Descriptive Type on the subject matter as per Paper II	Time: 3 hours*	Max. Marks: 200 marks
Interview / Personality Test	-	Max. Marks: 100 marks
Total Marks		500 marks

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 1 hour	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	25	25
(ii)	Reasoning ability	25	25
(iii)	Mathematical ability	30	30
(iv)	Test of Language English or Hindi	20	20
	TOTAL	100	100

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Objective type on knowledge of computer Languages/Packages/ Systems in which expertise is needed in the Institute when the vacancy is being advertised.	100
	TOTAL	100

Paper-III	TEST COMPONENTS	DURATION: 3 hours
		MARKS
	Descriptive Type on the subject matter as per Paper II	200



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

	TOTAL	200
--	--------------	------------

C. Syllabus:

Paper - I:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II

Objective Type: The questions will be designed to test the ability of the candidate's knowledge of Computer Languages/Packages/Systems in which expertise is needed in the Institute.

Paper - III:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge of Computer Languages/Packages/Systems in which expertise is needed in the Institute.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

3. The minimum qualifying marks for Paper I, II and Paper III separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. Answer script of Paper-III of a candidate would be evaluated, only if the candidate qualifies in Paper-I & II.
5. There shall be negative marking for wrong answers in Paper I and Paper II to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify all the Papers (I, II and III) separately. The Merit shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score atleast 50% in Personality Test Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.5.2 Scheme of Examination for Direct Recruitment to the post of Network Manager

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Network Manager** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 1 hour*	Max. Marks: 100 marks (100 questions)
Paper-II Objective type on knowledge of computer Languages/Packages/ Systems in which expertise is needed in the Institute when the vacancy is being advertised	Time: 1 hour*	Max marks: 100 marks (100 questions)
Paper-III Descriptive Type on the subject matter as per Paper II	Time: 3 hours*	Max. Marks: 200 marks
Interview / Personality Test	-	Max. Marks: 100 marks
Total Marks		500 marks

*20 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 1 hour	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	25	25
(ii)	Reasoning ability	25	25
(iii)	Mathematical ability	30	30
(iv)	Test of Language English or Hindi	20	20
	TOTAL	100	100

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Objective type on knowledge of Computer Networking Technologies/Tools/ Systems in which expertise is needed in the Institute when the vacancy is being advertised.	100
	TOTAL	100

Paper-III	TEST COMPONENTS	DURATION: 3 hours
		MARKS
	Descriptive Type on the subject matter as per Paper II	200
	TOTAL	200



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

C. Syllabus:

Paper - I:

(i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge of Computer Networking Technologies/Tools/Systems in which expertise is needed in the Institute.

Paper - III:

Objective Type: The questions will be designed to test the ability of the candidate's knowledge of Computer Networking Technologies/Tools/Systems in which expertise is needed in the Institute.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I, II and Paper III separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

4. Answer script of Paper-III of a candidate would be evaluated, only if the candidate qualifies in Paper-I & II.
5. There shall be negative marking for wrong answers in Paper I and Paper II to the tune of 1/4th of marks allocated per question.
6. Merit shall be drawn only for candidates who qualify all the Papers (I, II and III) separately. The Merit shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score atleast 50% in Personality Test Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



भारतीय विदेश व्यापार संस्थान
(मानित विश्वविद्यालय)
Indian Institute of Foreign Trade
(Deemed to be University)

5.6 Miscellaneous Posts

5.6.1 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 01, Level 02, Level 03), for example Driver, Electrician, etc.

(This will not be applicable to posts which have been marked for outsourcing by the Institute).

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 10 th Class/Secondary.	Time: 3 hrs.	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwD category.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit shall be drawn on the basis of scores of Paper I only.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.