



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)
An Autonomous body Under Department of Commerce, Govt. of India

Advt. / NT/ Con. / All/ 34/ 2025

Engagement of Corporate Relations & Career Advancement Coordinator on contract basis at IIFT

Indian Institute of Foreign Trade (IIFT) is a premier B- School set up by the Department of Commerce, Government of India, engaged in education, training and research in the Area of International Business. The Institute intends to engage experienced Corporate Relations & Career Advancement Coordinator on a contract basis for an initial period of one year. CRCAC of Kakinada and GIFT city campuses will be stationed there but will work for IIFT as a whole. They are expected to explore opportunities of that zone to convert more companies and will have to closely work with campus specific CRCAOM members to address their issues.

Number of Positions: 03 (Delhi Campus -01, Kakinada Campus -01 & GIFT City Campus -01)

Consolidated Salary: The candidate will be paid a consolidated salary of ₹1, 00,000/- to ₹1, 50, 000/- per month depending upon the experience and qualification of the candidate.

Duration: The appointment will be purely on a contract basis for one year. The tenure can be extended depending on the performance of the candidate and the requirements of the Institute for a maximum period of up to 3 years, renewable yearly.

Link to apply –

New Delhi Campus – https://docs.iift.ac.in/recruit/solo.asp?jcode=CRCAC_NOV2025

Kakinada Campus – https://docs.iift.ac.in/recruit/solo.asp?jcode=CRCAC2_NOV25

GIFT City Campus - https://docs.iift.ac.in/recruit/solo.asp?jcode=CRCAC3_Nov2025

Last date – 26.12.2025

Age limit: Minimum **25 years** and maximum **50 years** as on the last date of receipt of the application.

<p><u>Job Profile:</u></p> <ul style="list-style-type: none"> • Responsible for tie-ups with the industries and corporates of repute. • To interact with industry experts & prospective employers • Coordinate for in-campus and ex-campus placement drive for the students of the Institute. <p><u>Desirable:-</u></p> <ol style="list-style-type: none"> 1. Candidate with a willingness to travel extensively to build a network with the potential recruiters. 2. Membership of well-known HR-Networking bodies. 3. Knowledge of data base management 4. Significant experience in the industry, good networking skills and contacts with the senior management in big business houses. 5. A highly motivated person with a pleasing personality and strong people skills. 6. Knowledge of MS Office with proficiency in Excel and Power point. 	<p><u>Essential Qualification:</u></p> <ol style="list-style-type: none"> 1. MBA/ PGDBM/ Post-graduate from a recognized Institution/ University with 50% marks or equivalent CGPA. 2. Excellent oral and written communication skills in English (Spoken & written) <p><u>Work Experience:</u></p> <ol style="list-style-type: none"> 1. At least 05 years and above of successful experience as Placement Officer/ Manager or Placement Head, Training and Placement Officer at any Institute of National importance or a premier business school with a strong corporate network. 2. Ability to develop a sound, credible reciprocal relations with industry with good PR, liaison and relationship-building skills, ability to facilitate and promote industry/ institute through the talent pool of the students of IIFT.
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- The number of posts advertised is indicative and the Institute reserves the right not to fill up the post and may decrease or increase the number of posts.
- The candidates are required to join immediately and would be expected to work hard and travel in India and overseas on short notice. The Candidates are also required to come on Saturdays / Sundays, as and when needed in lieu of which compensatory off would be given.
- Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
- In case of large number of applicants, IIFT reserves the right to shortlisting applicants in any manner as may be considered appropriate and no reason of rejection shall be communicated in any case.
- No correspondence whatsoever will be entertained from the candidates regarding any delays, conduct and result of interview and reason for not being called for interview

Candidates who do not have requisite experience/ qualification need not apply.

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

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Sd-

(Gaurav Gulati)
Registrar