



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

**Advertisement No. – Advt. / NT/ Con. / Del. / 02/ 2026**

**Empanelment of Research Associate on contract basis**

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 empanel Research Associate on contractual basis for Case Research Centre at IIFT, New Delhi.

**Position: Research Associate**

**Number of Positions : 01**

**Consolidated Salary:** The consolidated monthly emolument for RA shall be Rs. 40,000/- per month.

**Duration:** The engagement is contractual initially for a period of one year which is extendable based on the requirement of the Institute and the performance of the candidate.

Link to apply - [https://docs.iift.ac.in/recruit/solo.asp?jcode=RA\\_CRC\\_Jan26](https://docs.iift.ac.in/recruit/solo.asp?jcode=RA_CRC_Jan26)

Last date – **05<sup>th</sup> February 2026**

**Key Responsibilities:**

- Assist in case identification, background research, and data collection for teaching and research cases.
- Conduct primary and secondary research, including interviews, company and industry analysis.
- Support drafting of case narratives, exhibits, and teaching notes under faculty guidance.
- Assist in transcription, referencing, editing, and formatting of cases.
- Maintain case-related documentation, consent forms, and ethical compliance records.
- Support faculty in case submissions to journals, repositories, and competitions.
- Assist in organizing case writing workshops and academic events.

**Qualification-**

**Essential:**

The candidate should be a Post Graduate management/ economics/ commerce/ international business/ public policy or related fields with good academic record.

**Desirable/Preferable:**

- Knowledge of statistical, econometric techniques and Trade databases
- Relevant experience of carrying out data analysis, exploratory research
- Excellent command over written and spoken English with good writing skills and
- Experience of report writing and project coordination
- High level of proficiency in presentation skills including Power Point Presentation and graphic presentation / animation
- Experience of working in Govt. Project is desirable but not necessary.

**Age limit:** Minimum 21 years and maximum 35 years as on closing date of vacancy.

- 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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(Gaurav Gulati)  
Registrar