



# भारतीय विदेश व्यापार संस्थान

## INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University under Ministry of Commerce & Industry, Govt. of India)

### **Engagement of “Accounts Officer” on Contract for GIFT City Campus (Gandhinagar, Gujarat)**

Indian Institute of Foreign Trade (IIFT) is a premier B- School set up by Government of India engaged in education, training and research in the area of International Business. The Institute intends to engage ONE experienced or retired personnel from Central/ State Govt. / Autonomous Bodies/ PSUs as Account Officer on Contract basis for its GIFT City Campus at Gandhinagar, Gujarat.

#### **Qualification & Experience:**

1. Graduation in Commerce or SAS qualified
2. Should have retired from central Govt. / State Govt. /Autonomous Bodies/PSU from the Pay Level of L- 7 or L-8 of 7<sup>th</sup> CPC Pay matrix (Grade pay- 4600/ 4800) OR equivalent grade in IDA pay pattern of the PSUs.

OR

*At least 10 years' experience in accounting and/or auditing in Central Govt/ State Govt/ PSU/ Autonomous Bodies/Academic Institution.*

**Age-** Should be less than 63 years on the closing date of application.

#### **Tenure:**

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

#### **Job Profile and requirement:**

- (i) Proficiency in GeM, GFR and accounting procedures of Govt. / Govt. organizations.
- (ii) Knowledge in procurement procedures, contract management and Income tax laws, GSTetc.
- (iii) Thorough knowledge of MS word, Excel and PowerPoint.

#### **Emoluments:**

The candidate will be paid all inclusive consolidated monthly salary of Rs.60000/- per month.

- In case of a large number of applications, the Institute may apply higher benchmarks for shortlisting of eligible candidates for further selection process.
- Selected candidates will have to join duty immediately on receipt of the offer.

- 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.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reason for not being called for interview.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **01.11.2023**

**Link** - [http://docs.iift.ac.in/recruit/solo.asp?jcode=Cons\\_Oct23](http://docs.iift.ac.in/recruit/solo.asp?jcode=Cons_Oct23)

Only the shortlisted candidates shall be informed by E-mail to appear for the test and interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.