



CENTRE FOR TRADE AND INVESTMENT LAW

Centre for Research on International Trade
6th floor, NAFED House, Ashram Chowk,
Ring Road, New Delhi - 110014



Engagement of Two Administrative Assistant purely on contract basis for Centre for Trade and Investment Law (CTIL)

The Centre for Trade and Investment Law (CTIL) was established in the year 2016 by the Ministry of Commerce and Industry, Government of India, at the Indian Institute of Foreign Trade (IIFT). CTIL's primary objective is to provide sound and rigorous analysis of legal issues pertaining to international trade and investment law to the Government of India and other governmental agencies. The Centre has already created a dedicated pool of legal experts who routinely provide technical inputs to various agencies of the Government and work towards enhancing India's participation in international trade and investment negotiations and dispute settlement.

The Centre intends to engage an **Administrative Assistant** on contractual basis for a period of one year.

Essential Educational Qualification & Experience:

1. The candidates must have a Graduate Degree in Arts/Commerce/Science with at least 50% marks. Post-Graduation shall be a desirable qualification.
2. Good command over English language (both written and spoken) with good computer knowledge.
3. Minimum 3 years' experience of working as an Assistant or similar position in a Government Organization/ Autonomous Bodies/ Educational Institutions.
4. The applicant must have sound knowledge of computer application and packages [M.S. Word, M.S. Access, M.S. Outlook, Excel and Power Point].
5. The applicant should be capable of interacting and coordinating with students, faculty members and administration.
6. The applicant should have knowledge of service related matters such as GFR, Rules of Leaves, Pay, LTC, preparation of various Office Orders, Recruitment Process, adoption of various Financial and Administrative orders issued by the DoPT from time to time, Preparation of reports, disposal of miscellaneous receipts and related work etc.

Job Profile: To assist in administrative work for smooth functioning of different administrative activities. The candidate must exhibit the capability to adhere to strict timelines and discipline

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

Age Limit: Should not be more than 30 Years as on last date of receipt of application.

Emoluments: Rs. 30,000 per month (all inclusive) based on experience and qualifications of the candidates.

In case of a large number of applications the Institute may apply higher benchmark for shortlisting of eligible candidates for further selection process.

Fulfilment of conditions of minimum educational qualification and experience 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 short-list the applications in any manner as may be considered appropriate and no reasons for rejection shall be communicated in any case.

CTIL 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 25st April 2023.

Link <http://docs.iift.ac.in/recruit/solo.asp?jcode=AA> **APRIL2023**