



CENTRE FOR TRADE AND INVESTMENT LAW
Centre for Research on International Trade
6th floor, NAFED House, Ashram Chowk,
Ring Road, New Delhi - 110014



Advertisement for Recruitment of Administrative Officer

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 Officer** on contractual basis for a period of one year. In terms of the Bye-Laws of CTIL, the post of Administrative Officer is to be filled either by direct recruitment or deputation or on re-employment basis.

The Candidate should have demonstrated experience in coordinating with various Ministries in the Government/State and should have adequate familiarity with Government procurement practices including an understanding of Government Financial Rules.

Main Responsibilities: -

1. Responsible for handling of all administrative matters of the Centre including initiation of process for engagement of Faculty, Researchers etc.
2. Coordination with Estt. / Admin./Finance/ E&M Sections etc. of IIFT including NAFED on regular basis.
3. Finance & Budget of the CTIL including imprest.
4. Liaison with Department of Commerce on important issues like budget etc.
5. Maintenance of punctuality and discipline.
6. To look after infrastructure issues relating to CTIL (6th Floor at NAFED House)
7. Undertake any other assignment, which may be assigned by Head, CTIL from time to time.
8. The candidate should possess sound knowledge of General Financial Rules (GFR-2017) applicable in Government/ Autonomous institutions, purchase procedures, GeM, etc.

(a) Engagement of an Administrative Officer on Contract Basis :

Educational and Other Qualification:

The candidates must have a Graduate Degree in Arts/Commerce/Science.

Candidates having post-graduation qualifications shall be desirable.

Where the applicant is a serving or retired employee from Central Government/State Government/Central Autonomous body, he/she should be eligible to hold a post at least **10 years** of Under Secretary to the Government of India.

Age Limit: Should not be more than 65 years.

Pay fixation: -

all-inclusive amount not exceeding Rs. 70,000/- per month,

General Rules and Regulations:

- The selected candidate will have to join duty immediately on receipt of the offer.
- Fulfilment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment. In case of a large number of applicants, CTIL reserves the right. to short-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- The candidate selected as an administrative officer shall be entitled to casual leave, Earned Leave in a year. Apart from this, medical facilities and LTC shall also be admissible as per IIFT's norms. Leave encashment shall not be admissible.
- CTIL reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, 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 **24.04.2023**.

Link: http://docs.iift.ac.in/recruit/solo.asp?jcode=AO_Apr23

Only the shortlisted candidates shall be informed by e-mail to appear for the test and interview at NAFED House Siddhartha enclave ring road Ashram Chowk.