



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

### **Engagement of Officer on Special Duty (OSD) on contractual basis**

The Indian Institute of Foreign Trade (IIFT), a deemed to be University, is a national institute involved in Post-Graduate Teaching of Management Studies, Economics and research in both disciplines and five years integrated MBA (IB) Programme. Established in 1963, as an autonomous body under the Ministry of Commerce & Industry, Government of India., it has significantly contributed towards the external trade sector of India through policy research and skill-building over the past six decades. It also emerged as a leading Business School in the country, consistently ranked among the top 10 in the list. The rich contributions in knowledge domain helped the Institute to earn the status of “Deemed to be University” in the year 2002.

The Institute is in the process of constructing new campus at Kakinada in Andhra Pradesh. The Institute is looking for engagement of an “**Officer On Special Duty (OSD)**” for its Kakinada Campus (AP) on contractual basis urgently who have experience of working in Central Government / State Government / PSUs / Autonomous Bodies of the Central / State Government.

#### **Essential Educational Qualification and Experience:**

- (i) Master’s degree in science/Commerce/Arts/Engineering with at least 55% marks.
- (ii) At least 15 years’ experience as Under Secretary or equivalent post.

#### **Desirable:**

- (i) Handling the Administrative experience at the Senior/Management level
- (ii) Proven track record of setting up/ operationalizing of new campuses including liasioning with various external agencies both central/ state Government.
- (iii) Experience of managing building Infra projects.
- (iv) Proficiency in the use of a variety of computer office applications, MS Word, MS Excel, Power Point or equivalent is must.
- (v) Preference shall be given to persons having fluency in English and Telugu.

## **Roles and Responsibilities:**

### **Administration**

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to General Administration, Academic Administration, Finance and Establishment matters of Kakinada Campus.
2. Procurement of goods and services for the Institute at best possible price and ensuring compliance with the regulations / guidelines issued by the Govt. of India viz., GFR, Manual of Procurement of Goods and Services, CVC Regulations etc.
3. Ensuring strict adherence to contractual clauses in the Contracts / AMCs etc. finalized by the Institute under delegated Financial Powers of the Vice-Chancellor.
4. Releasing Tenders / EOIs for the appointment of contractors for provisioning services / goods for the Kakinada Campus.
5. Handing of various AMCs / Contracts related to the Campus.
6. Providing answers to the RTIs and handling court cases regarding procurement and other related matters of General Administration, Finance and Establishment
7. Promotion and maintenance of constructive relationships for coordination with key external stakeholders, including government in respect of the tasks related to Gen. Admin.
8. Ensuring timely payments to the external stakeholders and service providers.
9. Preparation of Annual budget for the campus and ensuring their timely submission for approval/.
10. Maintaining personal file, service detail, leave records, LTC etc. of Teaching and non-teaching Staff and supervision of outsourcing staff.
11. Floating and supervision of Hostels and Mess in respect of service, quality, hygiene etc.
12. Ensure that various cases / proposals on files are processed with clear recommendations and specific comments along with all relevant rules and regulations related to the case / proposal.

### **Projects**

1. Ensuring meticulous compliance of the applicable regulatory framework while performing the works related to temporary and permanent campuses of the Institute at Kakinada.
2. To liaison with M/s .NBCC/other stake holders for obtaining approval of drawings from local Municipal Authorities like Coastal Regulatory Zone (CRZ) tree cutting permission from Forest Department, consent to establish and operate from State Pollution Control Board etc.
3. Releasing Tenders / EOIs for the appointment of contractors for provisioning services / goods/works for the Kakinada Campus.
4. Promotion and maintenance of constructive relationships for coordination with key external stakeholders, including government in respect of the tasks related to Kakinada project.
5. Ensuring timely payments to the external stakeholders / vendors related to Kakinada project.
6. Works related top monitoring of the Project:

- Regular Monitoring of the project in compliance with MoU with M/s.NBCC and the Contract with the Vendors.
  - Coordination with NBCC officials for ensuring the standards specified by IIFT.
  - Ensuring timely completion of the activities as per the timelines.
7. Preparation of budgets for the works related to projects and ensuring their timely submission for approval and responsible for planning and scheduling of the entire works of Kakinada project well in advance and shall take the periodical reviews / execution.
  8. Determine the time dimensions of each of the tasks assigned. Supervise the overall working as per the prescribed norms and timeline and ensure that the job assigned is completed in time.  
Any other task/responsibility assigned by the competent authority.

**Last date of submission of application: 30.01.2024**

**Age:** Should not be more than 55 Years as on last date of receipt 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.

**Emoluments:** Rs. 1,50,000/- (all-inclusive). Higher remuneration based on qualification and experience shall be considered for suitable candidates.

**Selected candidate will have to join duty at Kakinada immediately on receipt of the offer.**

Fulfillment 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 shortlist applicants as may be considered appropriate and no reason for rejection shall be communicated.

IIFT 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

**Link -** [http://docs.iift.ac.in/recruit/solo.asp?jcode=OSD\\_Kknd](http://docs.iift.ac.in/recruit/solo.asp?jcode=OSD_Kknd)