



भारतीय बिदेश व्यापार संस्थान (कोलकाता परिसर)

INDIAN INSTITUTE OF FOREIGN TRADE (Kolkata Campus)

(Deemed to be University)

(Under Department of Commerce, Govt. of India)

1583, Madurdaha, Chowbaga Road, Kolkata- 700 107

Website: www.iift.edu

Advertisement for Engagement of Non-Teaching staffs on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier Institute set up Government of India engaged in education, training and research in the area of International Business. The Institute intends to engage experienced personnel for the following post on contract basis for its Kolkata Campus.

Post	Salary	Essential Qualification	Desirable/Preferable qualifications	Job Profile	Total post
Assistant	30,000/- per month based on experience and other emoluments, if any, as applicable	1. Graduation 2. Throughout first class in academics. 3. Age: 35 years as on last date of receipt of applications. 4. Work Experience: 1 year 5. Knowledge of MS –Office and other computer-related tasks 6. Written and Communication Skills of high calibre.	Post Code: A1 1. Graduation in any field. Preference will be given to Candidates possessing a degree/diploma in material management or Warehousing Management or Purchasing or logistics or Public Procurement. 2. At least 1 year of working experience in procurement-related activities or handling stores and keeping accounts in a store. 3. Preference will be given to candidates having exposure in GeM-related activities, and inventory/Stock management. 4. Experience in developing and selecting reliable vendors/suppliers base in terms of their work domain, technology upgrades, as per specs and drawings, supply capacities etc. 5. Candidate should have experience in managing material flow to ensure Inventory is maintained including monitoring stock levels and consumption trends, and placing orders for new merchandise as required.	1. The candidate will be expected to work in various Procurement-related matters, tenders, stores etc. 2. Manage Vendor base, negotiate the cost and undertake process improvement at the supplier's end. 3. Ensure smooth and timely development and delivery of parts/Products with quality compliances.	1
			Post Code: A2 1. Degree in engineering. 2. At least 1 year experience in Planning/ Execution/ Maintenance of Electrical, civil or Mechanical Engineering works.	1. The candidate will be expected to work in various engineering works, maintenance, construction projects etc.	1

			<u>Post Code: A3</u>	1. The candidate will be expected to work in various activities related to different programmes of the institute. 2. The candidate will be expected to go to different places if required.	2
			1. Graduation in any field. 2. At least 1 year experience in Teaching/research/ project. 3. Candidate should have experience in managing education programmes or professional services to clients or educational programme execution. 4. Exposure to digital marketing and social media.		

The candidate may be required to come on Saturdays / Sundays, as and when needed. For this, the candidate will be compensated as per Institutional regulations with the approval of the concerned Head of the Division.

Tenure:

The appointment will be purely on a contract basis initially for a period of one year. The tenure may be extended further depending on the candidate's performance and the Institute's requirements.

Selection procedure:

Initial Screening of the applicants will be done based on both essential and preferable/desirable qualifications. The screened-in candidates will be called for a written test, syllabus for which will be intimated later. Selection will be based on the performance in written test.

The selected candidate shall be required to join the duty immediately.

Interested Candidates having the requisite qualifications and experience should only apply online using the links given below, **latest by 29th September, 2023**

Link:

1. **A1:** http://docs.iift.ac.in/recruit/kol/solo.asp?jcode=A1_Sept2023
2. **A2:** http://docs.iift.ac.in/recruit/kol/solo.asp?jcode=A2_Sept2023
3. **A3:** http://docs.iift.ac.in/recruit/kol/solo.asp?jcode=A3_Sept2023

Only applications received via the above links will be considered. Only Shortlisted candidates shall be informed by e-mail to appear for the selection process of Indian Institute of Foreign Trade. In case of the large number of applicants, IIFT reserves the right to short-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.

IIFT reserves the right to increase or decrease the vacancy at any point of time during the selection process or thereafter. IIFT also 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 the result of the selection process and the reason for not being called for the selection process. Higher initial pay may be considered for deserving candidates if duly approved by the Competent Authority.

Mr. Vinay Goel
Assistant Registrar
Indian Institute of Foreign Trade, Kolkata Campus