



भारतीय वदेश व्यापार संस्थान

Indian Institute of Foreign Trade

(Category –I Deemed To Be University)

Department of Commerce

Engagement of “Residential Library Information Assistant” on contractual basis

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 personnel from Central Govt. /State Govt. /Educational Institute of Government/ Autonomous body/ University as Residential Library Information Assistant, purely on contract basis to assist in handling the tasks of Library of the Institute for an initial period of one year.

Essential Educational Qualifications & Experience

Essential:

- (1) Master’s Degree in Library Science with at least 60% marks or equivalent diploma in Library Science of a recognised University / Institute equivalent obtained after graduation.
- (2) Bachelor’s Degree in Science with at least 60% marks from a recognized university or equivalent.
- (3) Relevant experience of 3 years in a Library/Computerization of a Library or one year certificate in computer application from a recognized institution or equivalent.

Desirable:

- (1) Master’s Degree in Library Science/Information Science/Documentation or equivalent grade and a consistently good academic record. One year specialization in the area of Information Technology/Archives.
- (2) Three years working experience in Central/ State Govt. / Semi-Govt. /PSU/Govt. Autonomous Organisations/ Govt. Universities/Govt. Institutes of National Importance on regular basis.

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: Should be less than 30 years on the closing date of application.

Emoluments and Perks

- (1) The candidate will be paid a consolidated salary of Rs. 30,000- 35,000/- per month depending upon the work experience.
- (2) An accommodation will be provided to Residential Library Information Assistant in IIFT Campus.

Selected candidate will have to join duty immediately on receipt of the Offer Letter.

General Instruction to Candidates

- (1) Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
- (2) In case of large number of applicants, IIFT reserves the right to short-listing applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated and no claim for refund of fee shall be entertained in any case.
- (3) 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.
- (4) The selected candidate will be liable to serve as per the duty hours of Library in the campus of the IIFT Delhi.
- (5) 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, and New Delhi-110016.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **26th July 2022**.

Link – http://docs.iift.ac.in/recruit/solo.asp?jcode=RLIA_July 22