



**INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)**

Indian Institute of Foreign Trade (IIFT) is a premier institution of education, training and research in the area of International Business set up by Ministry of Commerce & Industry, Govt. of India.

APPLICATIONS ARE INVITED FROM INDIAN NATIONALS FOR FILLING UP OF THE POST OF ASSISTANT REGISTRAR ON DEPUTATION BASIS AT DELHI CAMPUS OF IIFT.

1.	Name of the Post	Assistant Registrar (on deputation)
2.	Pay Level	Level – 10
3.	Number of Vacancy	01
4.	Period of Deputation	The period of deputation is initially for one year. However, the period may be extended or curtailed based on performance, functional requirement and relevant guidelines/rules followed by the Institute.
5.	Age Limit	Not exceeding 56 years as on the closing date of receipt of application
6.	Educational and other qualifications required:	Essential: Good academic record plus Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable: <ol style="list-style-type: none">1. At least three years' experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.2. LL.B or MBA or CA/ICWA or MCA or M.Phil/Ph.D. qualification.
7.	How to apply	Completed application in the prescribed format (Annexure-A), alongwith self- attested copies of certificates in proof of age, qualification, experience, copies of APARs for the last five years and vigilance clearance certificate should be sent through proper channel to The Sr. Administrative Officer (Establishment), Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi – 110016

GENERAL CONDITIONS/INSTRUCTIONS:

(1) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the post.

If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

(2) One recent passport size photograph should be pasted on the top right hand corner of the application. Application without photograph will be treated as incomplete application.

(3) Envelope containing application should be super-scribed with “**APPLICATION FOR THE POST OF ASSISTANT REGISTRAR ON DEPUTATION**”.

(4) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particulars submitted by the candidate in the Application will be entertained once the application is submitted.

(5) In addition to the Matrix as per 7th CPC as mentioned against the post, the post carrying the usual allowances admissible under IIFT rules in the corresponding Pay Matrix.

(6) Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

(7) Outstation SC/ST candidates called for interview will be paid Sleeper Class Railway fare from the place of duty/residence to Delhi and back by the shortest route and no cash will be paid on the spot.

(8) Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should apply THROUGH PROPER CHANNEL failing which such candidates shall be required to produce NOC at the time of interview.

(9) Incomplete application will be summarily rejected.

(10) Other Terms and Conditions shall be as per Recruitment Rules of IIFT and the consolidated guidelines on deputation as per DoPT OM No. 6/8/2009-Estt(PayII) dated 17-06-2010.

(11) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc. IIFT reserves the right to not fill up the post advertised.

(12) IIFT strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.

(13) Applicants selected for appointment may be required to go through police verification before or after joining.

(14) Essential qualifications/experience prescribed is the minimum and mere possession of them will not entitle an applicant to be called for interview. In case of large number of applicants, the scrutiny committee may apply higher benchmark than the minimum essential/desirable qualifications to shortlist

the candidates for interview.

(15) Original certificates should be produced only at the time of interview. However, attested photocopies of testimonials may also be attached with the application in support of educational qualifications and experience etc.

(16) The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training as amended from time to time and also as per the IIFT recruitment rules.

(17) The vacancies are liable to increase or decrease.

(18) The dates of test / interview will be notified on the Institute's website and the same will be communicated through email (as provided in the application form) to the shortlisted candidates.

(19) IIFT reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).

(20) Canvassing in any form will lead to disqualification.

(21) Corrigendum, if any, shall be posted on the institute Website only.

(22) The last date for receipt of the application is 25-09-2023 at 5:30 P.M.

**(Dr. P.K. Gupta)
Registrar**

Annexure A

APPLICATION PROFORMA FOR THE POST OF ASSISTANT REGISTRAR ON DEPUTATION BASIS IN INDIAN INSUTITE OF FOREIGN TRADE, DELHI CAMPUS



- 1. Name & Designation :
- 2. Date of Birth :
- 3. Gender :
- 4. Nationality :
- 5. Category (SC/ST/OBC/Gen. /PH) :
- 6. Address for communication :
- 7. Date of appointment in the present Post :
- 8. Date of Superannuation :
- 9. Educational qualifications :

S. No.	Exams passed	Board/University	Year	Division	Percentage (%)	Subjects

- 10. Mobile No. :
- 11. E-mail ID :

12. Whether any penalty/punishment imposed on you :
(if yes, please give details)

13. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department / Office/ Institution/ Organization	Post held	From	To	Pay Level as per 7 th CPC and basic pay	Nature of duties performed

14. Details of courses/training programs attended, if any:

15. Languages known

16. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if required.

(Signature of the candidate)

Place:

Date:

It is certified that the particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years (or as the case may be) and his/her integrity is beyond doubt.

Signature of the Head of Department