



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

Engagement of Corporate Relations & Placement Coordinator purely on contract basis for Delhi, Kakinada & GIFT CITY Campus of IIFT

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 experienced personnel for the Corporate Relations and Placement Division on contract basis for a period of one year.

Educational Qualification & Experience

Essential Qualification -

1. Two Years Full Time MBA/ PGDBM with specialization in Human Resource Management (HRM) from a recognized and premier Institution/University with 60 % marks or equivalent CGPA.
2. Excellent written and oral communication skills in English and Hindi languages.

Work Experience -

1. At least five years post-qualification specific experience as a Placement Officer/ Executive/ Manager at a premier business school with a creditable placement record and a strong connectivity with the reputed business organizations.
OR
At least five years of experience in the Human Resources functions, preferably in talent acquisition or career planning team, at a senior level in an organization of repute.
2. Ability to develop a sound, credible reciprocal relations with industry with good PR, liaison and relationship-building skills, ability to facilitate and promote industry/ institute interface with a view to meet managerial talent acquisition needs of the industry through the talent pool of the students of IIFT.

Desirable:

1. Knowledge of Industry demographics shall be an advantage.
2. Knowledge of data base management
3. Significant experience in the industry, networking and contacts with the decision makers of reputed business houses.
4. Familiarity with the online Placement Automation Platforms (PAP).
5. Well versed with the usage of video conferencing tools.

Job Profile:

- Responsible for tie-ups with the industries and corporates of repute.
- To interact with industry experts & prospective employers
- To arrange the smooth conduct of campus placements and interviews of students of the Institute.

Age Limit: Not exceeding 40 years as on last date of receipt of applications.

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.

Emoluments: The candidate shall be paid a consolidated salary of Rs. 1, 25, 000/- to Rs. 1, 75, 000/- per month based on the quality of experience and qualification of the candidate.

In case of a large number of applications, the Institute may apply higher benchmarks for shortlisting of eligible candidates for further selection process.

Selected candidates will have to join duty immediately on receipt of the offer.

- Fulfilment 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 shortlisting applicants in any manner as may be considered appropriate and no reason of rejection shall be communicated in any case.
- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding 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 **27.07.2023**.

Link to apply

For Delhi Campus – http://docs.iift.ac.in/recruit/solo.asp?jcode=Crpc_Delhi

For Kakinada Campus - http://docs.iift.ac.in/recruit/solo.asp?jcode=Crpc_Kknd

For GIFT CITY Campus - http://docs.iift.ac.in/recruit/solo.asp?jcode=Crpc_GIFT

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, New Delhi-110016.