



**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.

ONLINE APPLICATIONS ARE INVITED FROM INDIAN NATIONALS FOR FILLING UP OF THE FOLLOWING POSTS ON DIRECT RECRUITMENT BASIS AT IIFT DELHI CAMPUS.

Sl. No	Group	Name of the post	No of Vacancies	Age limit (As on the last date of application)	Pay Scale and matrix as per 7 th CPC
1	C	Staff Car Driver	01(UR)	30 years	Level -2 (Rs19900-63200)
2	C	Multi-Tasking Staff	01(UR)	27 years	Level-1 (Rs.18000-56900)

Educational and other qualifications required:

01- Staff Car Driver:-

Essential: (i) A senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution or a Graduate from a recognized University.

(ii) Possession of valid driving license of the motor vehicle, knowledge of motor mechanism. (The candidate should be able to remove minor defects in vehicle)

(iii) Experience of driving a motor vehicle for at least 3 years.

Desirable:

Possessing a valid license for Heavy Vehicles.

NOTE: A driving test will be conducted through an Agency identified by the Institute.

2. Multi-Tasking Staff:-

10th pass or ITI equivalent

Note:

The selection will be made on the basis of Scheme of Examination as prescribed by the Institute from time to time.

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 these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying.

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) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particulars entered by the candidate in the Online Application will be entertained once the application is submitted successfully. Applicants should keep all data/details handy before starting submission of online application.

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

(4) Canvassing in any form or bringing outside influence will be treated as disqualification.

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

(6) Outstation SC/ST candidates called for Written Test/ Skill Test will be paid 2nd 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.

(7) The reservations/ relaxations, if any, and the percentage thereof for SC/ST/OBC/EWS/ PwD/ Ex-servicemen will be as per Govt. of India guidelines.

(8) The selected candidate will be liable to serve on any of the campuses of the IIFT.

(9) The application has to be submitted through ONLINE MODE in the following link (for the post of Multi-Tasking Staff):

http://docs.iift.ac.in/recruit/solo.asp?jcode=MTS_OCT2022

(10) The last date for submitting on-line application is **12.11.2022**.

(11) 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 joining, provided they must have sent an Advance Copy.

(12) Incomplete application will be summarily rejected.

(13) Other Terms and Conditions shall be as per Recruitment Rules of IIFT Delhi and the Government of India rules and orders as applicable to the Institute.

(14) 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.

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

(16) Applicants selected for appointment may be required to go through police verification and medical fitness test before or after joining.

(17) 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 applications, the screening committee may apply higher benchmark than the minimum essential/desirable qualifications to shortlist the candidates for written test/interview.

(18) Only the shortlisted candidates will be informed by e-mail to appear for the written test/Skill test at IIFT Delhi Campus.

(19) Candidates have to apply for any one of the posts mentioned above.

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

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

(Dr. P. K. Gupta)
Registrar