



## **भारतीय विदेश व्यापार संस्थान**

**INDIAN INSTITUTE OF FOREIGN TRADE**

**(An autonomous organization under Dept. of Commerce, Govt. of India)**

### **Engagement of Library Information Assistant for IIFT Kakinada Campus on Contract Basis**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Department of Commerce, Government of India, engaged in education, training and research in the area of international business. The institute intends to engage one Library Information Assistant for its Kakinada (Andhra Pradesh) Campus.

**No of Posts:** 01 (One)

#### **(A) Essential Qualifications:**

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 recognised 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 recognised Institution or equivalent.

#### **(B) Desirable Qualifications:**

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 regular basis.

**Skill test:** Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted.

**Age:** Should not be more than 30 years as on the last date of receipt of application.

**Tenure:** The appointment will be purely on contract basis initially for a period of one year.

**Emoluments:** The candidate will be paid all inclusive consolidated emoluments of ₹35,000/- per month.

### **General Conditions**

Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for the further process of recruitment. In case of large number of applicants, IIFT reserves the right to shortlist applications in any manner as may be considered appropriate and no reason for 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 postal delays, conduct and result of interview and reasons for not being called for interview.

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

Interested candidate having the above qualifications and experience should only apply online through link given below latest by **13.06.2022. (5:30 P.M.)**

**Link: Link to Apply:** [http://docs.iift.ac.in/recruit/solo.asp?jcode=LIA\\_JUNE2022](http://docs.iift.ac.in/recruit/solo.asp?jcode=LIA_JUNE2022)

Only the shortlisted candidates shall be informed by email to appear for written test/skill test and interview or online interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.

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