



## भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

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

### Engagement of Personal Assistant for IIFT Delhi 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 Personal Assistants for its Delhi Campus on contract basis as per the following details:

**Number of Post:** 05 (Five)

**(A) Essential Qualifications:** A Bachelor's Degree from a recognised University

**(B) Desirable Qualifications:** One year Diploma in Computer Applications.

**Essential Experience:** Three years of experience as Stenographer/Steno-typist in Govt. Academic Institutes/Open and Distance Learning Institutes/Autonomous Bodies/Public Sector Undertakings (PSUs).

**Skill test:**

(a) Dictation: 10mts @ 100 w.p.m.

(b) Transcription: 40mts. (English) or 55mts. (Hindi) on computer.

(c) Computer proficiency viz. Typing Skill, Word Processing, Spreadsheet, Internet, E-mail communications etc.

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

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

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

### General Terms and 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 conduct and result of skill test and reasons for not being called for the skill test.
- 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 **26.12.2022**.

**Link to Apply:** [http://docs.iift.ac.in/recruit/solo.asp?jcode=PA\\_Dec2022](http://docs.iift.ac.in/recruit/solo.asp?jcode=PA_Dec2022)

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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