



INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)

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 retired employees on contract basis for its Kakinada (Andhra Pradesh) Campus.

Post Code no: 01

1.	Name of the Post	Sr Assistant(land and Revenue)
2.	No of Posts	01(one)
3.	Essential Qualification & Experience	(i) Graduate in any discipline with Minimum 15 years of working experience in Government of Andhra Pradesh. (ii) Should have retired from the services of Govt of Andhra Pradesh.. (iii) Candidates should have field experience in land related matters with drafting skills. (iv) Computer Knowledge in MS-Word, Excel and Power point is essential. (v) Preference will be given to Retired Dy.Tahasildar of Govt of Andhra Pradesh.
4.	Age Limit	Not exceeding 63 years as on last date of application
5.	Emoluments	Monthly Consolidated remuneration Rs 35,000/- (Thirty five Thousand)
6.	Tenure	The appointment will be purely on contract basis initially for a period of one year. The period may be extended based on the performance of the candidate and requirement of the Institute.

Post Code no: 02

1.	Name of the Post	Sr. Assistant (Office Administration)
2.	No of Posts	(02) (Two)
3.	Essential Qualification & Experience	(i) Graduate in any discipline with Minimum 15 years of working experience as Sr.PA//Sr. Assistant/Assistant or equivalent position in Central Govt / State govt / Govt. Educational Institutions/Autonomous Bodies.

		(ii) Should have retired from Central Govt / State govt / Govt. Educational Institutions/Autonomous Bodies (iii) Should possess drafting skills and computer Knowledge in MS Word, Excel and Power point..
4	Desirable	(i) Diploma in Computer Applications and /or Office management and Secretarial Practice. (ii) Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English is essential.
4.	Age Limit	Not exceeding 63 years as on the last date of application.
5	Emoluments	Monthly Consolidated remuneration Rs 35,000/- (Thirty-five Thousand)
6	Tenure	The appointment will be purely on contract basis initially for a period of one year. The period may be extended based on the performance of the candidate and requirement of the Institute.

General Conditions:

- (i) Fulfilment of conditions of minimum qualification and experience shall not necessary entitle any applicant to be called for the further process of recruitment.
- (ii) In case of large number of applications, 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.
- (iii) 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.
- (iv) Selection process will take place in Kakinada. Selected candidates will have to join immediately on receipt of offer. Interested candidates having the above qualification and experience should only apply online through link given below latest by 06.09.2022 (5:30 PM)

Link:

- 1) Sr. Asst. (Land & Revenue) - [http://docs.iift.ac.in/recruit/solo.asp?jcode=SA_SEPTEMBER FOR KAKINADA](http://docs.iift.ac.in/recruit/solo.asp?jcode=SA_SEPTEMBER_FOR_KAKINADA)
- 2) Sr. Asst. (Office Administration) - http://docs.iift.ac.in/recruit/solo.asp?jcode=SA_SEPT2022Kknd

Only the shortlisted candidates shall be informed by email to appear for test/interview/ online interaction at IIFT Campus, JNTU, Kakinada- 533005