



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

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

Engagement of Stenographer 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 Stenographer for its Kakinada (Andhra Pradesh) Campus.

No of Posts: 01 (One)

Essential Qualifications:

1. Passed Sr. Secondary School (10+2) Examination or its equivalent examination.
2. Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English.

Or

Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi.

Desirable Qualifications:

1. Knowledge of computer.
2. Diploma in Computer Application and/or Office management and Secretarial Practice.

Age: Should not be more than 27 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 ₹.25, 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 qualification 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=STENO_JUNE2022

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

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