



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)
An Autonomous body Under Department of Commerce, Govt. of India

Engagement of “Residential Library Information Assistant” on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business.

Number of Post: 01 (One)

Emoluments: (1) The candidate will be paid a consolidated salary of **Rs. 40,000- Rs. 45,000/-** per month depending upon the work experience.

(2) An accommodation will be provided to Residential Library Information Assistant in IIFT Campus.

Age: Should not be less than 23 years and 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, renewable yearly up to a period of maximum 3 years based on the performance of the candidate and the requirement of the Institute.

Link- https://docs.iift.ac.in/recruit/solo.asp?jcode=Con_Accs.Sep2026

Last date – 30.09.2026

Essential Qualification & Work Experience:

- (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 any stream with at least 60% marks from a recognized university or equivalent.
- (3) Relevant experience of 3 years in Library Services.

Key Responsibility Areas:-

- (1) Ensure smooth functioning of the library during assigned late-night shifts by manning the circulation/information counter.
- (2) Handle issue, return, renewal and reservation of library resources.
- (3) Provide guidance to students and researchers regarding library resources, catalogue search and basic reference queries.

<u>Desirable Qualification and Work Experience:</u> (1) Relevant experience in Central/ State Govt./ Semi-Govt./ PSU/ Govt. Autonomous Organisations/ Govt. Universities / Govt. Institutes of National Importance on a contractual basis. (2) One year Diploma in the area of Information Technology/ Archives.	(4) Monitor entry/exit of users during late hours and ensure safety of library collections and equipment. (5) Coordinate with library staff, security personnel, housekeeping etc. as required. (6) Maintain confidentiality, punctuality and adherence to institutional policies and library regulations.
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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 increase or decrease the no. of posts advertised at any point of time also the position may be filled or not filled and 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.

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

Interested candidate having the above qualifications and experience should only apply online.

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-Sd-
(Gaurav Gulati)
Registrar