



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

Advt. / NT/ Con. / Del./ 16/ 2026

**Advertisement for Engagement of Consultant (HR) on
contract basis at IIFT, New Delhi Campus**

Indian Institute of Foreign Trade (IIFT) is a premier B- School set up by the Department of Commerce, Government of India, engaged in education, training and research in the Area of International Business. The Institute intends to engage gone experienced personnel as Consultant (HR) on a contract basis.

Number of Positions : 01 (Consultant: HR)

Consolidated salary: The candidate will be paid a consolidated salary of Rs.1,00,000/- to Rs. 1,20,000/- per month depending upon the experience and qualification of the candidate. Higher salary may be offered to deserving candidates.

Duration: The appointment will initially be for a period of **one year**. The tenure may be extended further, subject to the candidate's performance and the requirements of the Institute, provided that the total period of engagement does not exceed **four years**.

Link to apply - https://docs.iift.ac.in/recruit/solo.asp?jcode=consHR_Oct26

Age limit: Age: Should be less than 62 years on the closing date of application.

Key Responsibilities:

To perform the administrative day to day work of HR Division of the Institute as mentioned below:

- Recruitment of Teaching and Non-Teaching Staff (Regular and Contractual).
- Processing of promotion and MACP cases of employees.
- Adoption and implementation of orders/circulars/guidelines of Govt. of India on various service matters.
- Maintenance of reservation and vacancy rosters.
- Preparation and floating of advertisements for recruitment of regular and contractual posts.
- Handling of court cases and submission of para-wise comments related to the service matters.

Essential Qualification and Experience

- Good academic record plus Masters' degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.
- The person must be able to work fluently on Computer and MS Office.
- Good command over English language (both written and spoken)
- Minimum 10 years working experience atleast at the level of Assistant Registrar / Administrative Officer or above in Central Govt./State Govt./Educational Institute of Government/ Autonomous body/ University.

• Furnishing of replies to Parliament questions and furnishing of quarterly/half yearly/annual returns relating to recruitment of SC/ST/OBC and PWD. • Preparation of Agenda papers for meetings of Board of Management related to HR matters. • Preparation and maintenance of seniority lists. • Maintenance and upkeep of important records/documents of the Institute for timely retrieval and handling of other administrative responsibilities as may be assigned from time to time. • Answering queries of the employees as per guidelines and rules of the Institute • Any other work related to establishment and service matters assigned to him. • The candidate must exhibit capability to adhere to strict timelines and discipline.	• Should have experience and knowledge of handling of recruitment, service matters, office procedures, RTI matters, reservations, Court matters and other establishment matters, etc. • Should have retired from Central Govt./State Govt./Autonomous Body/University/reputed Educational Institute of Government from the pay level of L-10 (PB-3 + 5400 G.P.) or above and he/she must be well acquainted with the administrative work related to Establishment / HR Cell/ Division in a reputed Government Educational Institute. • He/she must have thorough knowledge of Central Government rules like GFR, FR & SR, MACPS guidelines, pay fixation, recruitments, appointment, promotions etc.
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General Rules and Regulations:

- Selected candidates will have to join duty immediately upon receipt of the offer.
- Fulfilment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment. In case of a large number of applicants, IIFT reserves the right to short-list the applications in any manner as may be considered appropriate and no reason for rejection shall be communicated.
- The engagement shall not confer any right or claim for regular appointment in the Institute.
- IIFT reserves the right to increase or decrease the posts and to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, the conduct and result of the Interaction and the reason for not being called for an interaction.
- The decision of the committee w.r.t. shortlisting and selection will be final and binding. No query whatsoever will be dealt w.r.t. the same.
- Interested candidates having the above qualifications and experience should only apply Online through the link given above latest by **27.10.2026.**

Note: - Candidates who do not have requisite experience/ qualification need not apply.

Only shortlisted candidates shall be informed by e-mail to appear for written test/ interaction at IIFT Campus at B-21, Qutab Institutional Area, New Delhi – 110016.

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(Gaurav Gulati)
Registrar