



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. /17/ 2026

**Advertisement for Engagement of Legal Officer 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 one Professional Law Graduate experienced personnel as Legal Officer.

Number of Positions : 01 (Legal Officer)

Consolidated salary: The candidate will be paid a consolidated salary of Rs.60,000/- to Rs. 80,000/- 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=legalO_oct26

Age limit: 50 years as on the date of online application.

Key Responsibilities:

- The incumbent is expected to develop and implement an effective legal compliance system for the Institute to prevent/address violations of Civil laws/ Enactments relating to employee services and ability to handle matters in Courts and quasi-judicial bodies and maintain consistency in internal policies, processes etc.
- Preparation of para-wise comments on the court matters and other grievances matter
- Ensure RTI related compliance and other statutes like RPWD Act, etc. are addressed duly.
- Provide support to ICC, SC/ST Cell, Grievances Committee etc.
- Liaising with external advocates and providing status updates to the senior management team about pending legal cases, if any
- Providing of legal advice on a wide range of institutional issues including on the interpretation and application of regulations, rules, policies, and procedures.
- Vetting of MoUs, Agreements and

Essential Qualification and Experience

- LLB Degree with Post Graduation (55% marks or equivalent CGPA)
- The candidate should have extensive experience in handling legal matters in Government Organisations / Government Undertakings PSUs/ Central or State Government Offices/Autonomous Body/ University/ Educational Institution, including matters relating to:
 - Service Laws
 - Labour Laws & Codes
 - Land Laws
 - Legal drafting and vetting of documents
 - Liaison and coordination with Government offices and other statutory authorities.
- A minimum of 5 years' experience of working in a similar position in Higher educational Institute or Institute of repute.
- Candidate should have excellent command over English; proficiency in Hindi is preferred.
- The applicant must have a working knowledge of computer applications and packages.

Contracts etc. Any other responsibilities assigned by the competent authority from time to time.	Desirable Candidates having work experience Senior Legal Associate / Legal Associate from large-scale industries/ any law firm which appears in High Court/ PSU /similar autonomous institutions of higher education.
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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