



भारतीय बिदेश व्यापार संस्थान (कोलकाता परिसर)

INDIAN INSTITUTE OF FOREIGN TRADE (Kolkata Campus)

(Deemed to be University)

(Under Department of Commerce, Govt. of India)

1583, Madurdaha, Chowbaga Road, Kolkata- 700 107

Website: www.iift.edu

Advertisement for Engagement of Non-Teaching staffs on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier Institute set up Government of India engaged in education, training and research in the area of International Business. The Institute intends to engage experienced personnel for the following post on contract basis for its Kolkata Campus.

Post	Salary	Essential Qualification	Desirable/Preferable qualifications	Job Profile	Total post
Assistant	30,000/- per month based on experience and other emoluments, if any, as applicable	<ol style="list-style-type: none">1. Graduation2. Throughout first class in academics.3. Age: 35 years as on last date of receipt of applications.4. Work Experience: 1 year5. Knowledge of MS –Office and other computer-related tasks6. Written and Communication	<p style="text-align: center;"><u>Post Code: A1</u></p> <ol style="list-style-type: none">1. Graduation in any field. Preference will be given to Candidates possessing a degree/diploma in material management or Warehousing Management or Purchasing or logistics or Public Procurement.2. At least 1 year of working experience in procurement-related activities or handling stores and keeping accounts in a store.3. Preference will be given to candidates having exposure in GeM-related activities, and inventory/Stock management.4. Experience in developing and selecting reliable vendors/suppliers base in terms of their work domain, technology upgrades, as per specs and drawings, supply capacities etc.5. Candidate should have experience in managing material flow to ensure Inventory is maintained including monitoring stock levels and consumption trends, and placing orders for new merchandise as required.	<ol style="list-style-type: none">1. The candidate will be expected to work in various Procurement-related matters, tenders, stores etc.2. Manage Vendor base, negotiate the cost and undertake process improvement at the supplier's end.3. Ensure smooth and timely development and delivery of parts/Products with quality compliances.	1

		Skills of high calibre. 7. Candidate should possess excellent command over written and spoken English.	<u>Post Code: A2</u>	1. Graduation in any field. 2. At least 1 year of working experience in office works and procedures like noting, drafting, payment processing, GFR etc. 3. Preference will be given to candidates having experience in Government organizations.	1. The candidate will be expected to work in various administrative divisions like admin, finance and other back-office support.	1
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Tenure:

The appointment will be purely on a contract basis initially for a period of one year. The tenure may be extended further depending on the candidate's performance and the Institute's requirements.

Selection procedure:

Initial Screening of the applicants will be done based on both essential and preferable/desirable qualifications. The screened-in candidates will be called for a written test. Selection will be based on the parameters as selection committee deemed fit so.

The selected candidate shall be required to join the duty immediately.

Interested Candidates having the requisite qualifications and experience should only apply online using the links given below, **latest by 12TH October.**

Link: [Application Link for the post of Assistants.](#)

Only Shortlisted candidates shall be informed by e-mail to appear for the selection process of Indian Institute of Foreign Trade.

In case of the 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. No Correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and the result of the written test and the reason for not being called for the written test.

IIFT reserves the right to increase or decrease the vacancy at any point of time during the selection process or thereafter. IIFT also reserves the right to fill or not to fill the post advertised. Higher initial pay may be considered for deserving candidates if duly approved by the Competent Authority.

Mr. Vinay Goel
Assistant Registrar
Indian Institute of Foreign Trade, Kolkata Campus