



## **INDIAN INSTITUTE OF FOREIGN TRADE (IIFT)**

IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016  
(Deemed to be University under Department of Commerce, Govt. of India)

IIFT is a premier institution of education, training and research in the area of International Business set up by Department of Commerce, Government of India. The Centre for Research on International Trade (CRIT) which is a part of IIFT has three Centres under it with the Centre for WTO Studies being one of them.

**The Centre for WTO Studies (CWS)** was established at the Indian Institute of Foreign Trade in November 2002. The Centre is an independent think-tank conducting research and training programmes on the WTO and related matters. The Centre also regularly assists the Government of India in international trade negotiations, disputes and policy matters.

The Centre for WTO Studies intends to engage an **Administrative Officer** on contractual basis for a period of one year. In terms of the Bye-Laws of CWS, the post of Admin. Officer is to be filled either by direct recruitment or deputation or on re-employment basis.

### **Main Responsibilities:-**

1. Responsible for handling of all administrative matters of the Centre including initiation of process for engagement of Faculty, Researchers etc.
2. Coordination with Estt./ Admn./Finance/ E&M Sections etc of IIFT including NAFED on regular basis.
3. Finance & Budget of the CRIT including imprest.
4. Liaison with Department of Commerce on important issues like budget etc.
5. Maintenance of punctuality and discipline.
6. To look after infrastructure issues relating to CRIT (5<sup>th</sup> to 8<sup>th</sup> Floor at NAFED House)
7. Undertake any other assignment, which may be assigned by Head, CWS from time to time.

### **(a) Engagement of an Administrative Officer on deputation/re-employment basis:**

#### **Educational and Other Qualification:**

Where the applicant is a serving or retired employee from Central Government/State Government/Central Autonomous body, he/she should be eligible to hold a post of Under Secretary to the Government of India;

or

at least 25 years administrative experience to deal with administrative/Establishment matters and should be capable to handle the duties and responsibilities of Administrative Officer highlighted above.

**Pay fixation:-**

Pay shall be fixed as per the extant orders issued by the Department of Personnel & Training to deal with deputation/re-employment on the subject;

or

all-inclusive amount not exceeding Rs.70,000/- p.m, whichever is higher.

**(b) Direct Recruitment of a candidate from Central Government/ State Government/Central Autonomous Body as an Administrative Officer:**

**Educational and other Qualification:**

Where the applicant is a serving employee from Central Government/State Government/Central Autonomous Body, the candidate should have at least 25 years administrative experience to deal with administrative/Establishment matters and should be capable to handle the duties and responsibilities of Administrative Officer highlighted above.

**Pay Fixation:-** The selected candidate shall be paid an all-inclusive amount not exceeding Rs.70,000/- p.m.

**(c) Others**

Where the candidate has no working experience in a Central Government office/Department/ State Government or a Central Autonomous Body but has got experience of working in a reputed private sector organization/MNC, the post is to be filed at the level of **Administrative Incharge**. The candidate should possess the following qualification and experience:

**Educational qualification & Experience for Administrative Incharge:**

- (1) Post-Graduation Degree in Arts/Science/Commerce from a recognized University.
- (2) 15 Years of work experience out of which 08 years of experience in similar capacity or at Supervisory level of administration and establishment work.
- (3) Strong computer skills required including knowledge of Microsoft applications (MS Office & MS Excel, Power Point).
- (4) Must be acquainted with the functioning of Government as well as Rules/Regulations of Government of India (FR/SR/GFR including purchase procedure) applicable in Government/Autonomous Institutions. The candidate should have very good knowledge of Noting and Drafting including procurement through GeM portal.

**Main Responsibilities:-**

As has been prescribed for the post of Administrative Officer.

**Age Limit:** Should not be more than 45 years as on 30.09.2021.

**Emolument payable to Administrative Incharge:-** The candidate shall be entitled to all-inclusive monthly emolument is Rs.50,000/- per month.

**Tenure:** The appointment of Administrative Officer / Administrative Incharge will be on contractual basis initially for a period of one year which could be further extended depending upon the performance, punctuality and discipline of the candidate.

**Other Benefits:**

The candidate selected as an Administrative officer or Administrative Incharge shall be entitled to 08 casual leave, 30 Earned Leave in a year. Apart from this, medical facilities and LTC shall also be admissible as per IIFT's norms. Leave encashment shall not be admissible.

The selected candidate will be informed about his/her selection and shall be required to join the Centre immediately. Interested candidates having the above qualifications and experience should only apply and send their c.v. by email to **recruitment.cws@iift.edu** latest by **20<sup>th</sup> September, 2021**. The shortlisted candidates shall be informed by IIFT through e-mail about the date and time for the interview.

(Dr. Pramod Kumar Gupta)  
Registrar