

	<p>CENTRE FOR RESEARCH ON INTERNATIONAL TRADE</p> <p>CENTRE FOR WTO STUDIES</p> <p>8th Floor, NAFED House, Ashram Chowk, Ring Road, New Delhi -110014</p>		
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File No.: CRITES-11012(20)/2/2026-CWS

01st June 2026

Advertisement for Recruitment of “Assistant”

The **Centre for WTO Studies (CWS)** has been established by the Ministry of Commerce and Industry, Government of India, at IIFT with its’ primary objective to provide sound and rigorous analyses of legal issues pertaining to international trade and investment law. CWS functions as a think tank and an advisory centre to government departments and agencies in the areas of domestic regulations and internal policies, and trade and investment negotiations.

The Centre intends to engage Two (2) “Assistant” on contractual basis for a period of one year.

Terms and conditions of contract for the above positions are as under:

- The engagement will be on contract basis initially for a period of one year, with a possibility of further extension upon the performance of the candidate and requirement of the organisation.
- The contractual engagement shall not confer any right or claim for regularisation or continuance of service. The engagement can be terminated by any party by giving one month’s notice in written or payment of consolidated remuneration of one month in lieu.

Essential Educational and other Qualifications:

Graduate or Post-Graduate from a recognised University in any discipline with working knowledge of computers.

Note:

The incumbent is expected to work under the supervision of the Section Officer. He/she should possess an aptitude for drafting/noting in English and office procedure in a computerised environment and is expected to handle one or more functions related to **Accounts & Finance**.

Desirable Skills:

- i. Expertise in Financial Management / Accountancy
- ii. Experience of working with Government think tank or a similar agency / Public / Private / Government Organisations / Autonomous Bodies or Educational/Research Institutions / PSU for a period of **3-5 years**.
- iii. Understanding of Government Procurement and General Financial rules 2017.
- iv. Well versed with Computers and the available various accountancy related software like Tally etc.
- v. Bank Reconciliation/debtor monitoring
- vi. Deduction and deposit of taxes/deduction and deposit of GST.

- vii. Preference will be given to persons having knowledge/experience in Autonomous Bodies/PSUs /Govt. Sectors. The above experience criteria may be incorporated in the advertisement please.

Note: Shortlisted candidates will be required to appear in the written examination as per the scheme of examination prescribed by the Institute.

Age limit: 30 years as on the last date of receipt of applications.

Tenure: The appointment will be on contractual basis initially for a period of one year, which could be extended further depending upon the performance of the candidate and requirement of the Centre.

Remunerations: The candidate will be paid a consolidated salary of Rs. 35,000 to Rs. 40,000 per month depending upon the experience and performance in the examination/interview.

Instructions/Guidelines

- A candidate applying for the above position must be a citizen of India.
- Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, IIFT reserves the right to shortlisting applicants in any manner as may be considered appropriate and no reason of rejection shall be communicated in any case.
- The number of posts advertised is indicative, the Centre/IIFT reserved the right to not fill up the posts and may increase or decrease the number of post at any point of time
- No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reason for not being called for interview.
- The documents will be verified with original testimonials at the time of interview, if the applicant is called for the interview.
- Interested and eligible candidates having the above qualifications and experience should only apply.

The selected candidate will need to join immediately.

Interested Indian nationals fulfilling the above-mentioned eligibility criteria are encouraged to submit their resume through e-mail: recruitment.cws@iift.edu to the CWS latest by 15th **June 2026**.

The shortlisted candidates will have to go through the written examination and further will be interviewed by the Interview Panel at the **Centre for WTO Studies (8th Floor), NAFED House, Siddhartha Enclave, Ashram Chowk, Ring Road, New Delhi – 110014**.

An intimation about the date and time of the written exam and interview will be given in due course to the **shortlisted candidates only**. Only the selected candidates will be informed of the selection and would need to join immediately. No correspondence whatsoever will be entertained from the candidates.

(Gaurav Gulati)
Registrar, IIFT
