

INDIAN INSTITUTE OF FOREIGN TRADE

DEEMED UNIVERSITY

RECRUITMENT FOR THE POSTS OF ASSISTANT AND JUNIOR STENOGRAPHER

Indian Institute of Foreign Trade (IIFT) is a Deemed University under Ministry of Commerce, Government of India. For its Delhi Centre, the Institute invites applications for the following posts:

Post	No	Reservation	Education Qualifications	Upper Age
Assistant (Rs. 9300 -34,800 + Grade Pay 4,200)	04	2 - UR 2- OBC	i) Graduation from a recognized university Desirable : Graduation with 50% marks ii) Adequate working knowledge of Computer. Candidate should also be well conversant with email, softwares like Spreadsheet, Documents, Presentation	28 years (for relaxation pls see (1) in General conditions below)
Junior Stenographer (Rs. 5200 – 20200 Grade Pay Rs. 2400)	07	3 - UR 1 - SC 1 -ST 2 - OBC	i) Graduation from a recognized university Desirable : Graduation with 50% marks ii) English Shorthand Speed 80 w.p.m. and Typing Speed 30 w.p.m. iii) Adequate working knowledge of Computer. Candidate should also be well conversant with email, softwares like Spreadsheet, Documents, Presentation	

Apply strictly as per the proforma given below with one recent photograph

(1) Name (2) Post applied for (3) Category : SC/ST/OBC/PH/Gen (4) Mailing address with telephone/mobile number/email (5) Date of Birth (6) Educational Qualification – exam passed, name of the board/university, year of passing, percentage of marks secured and Dvn./Class (7) Experience – name of the organization, designation held, period of service, scale of pay with basic pay and total emoluments drawn, nature of duties (8) Any other relevant information

GENERAL

1. Age relaxation SC/ST – 5 yrs; OBC – 3 yrs, PH – 10 yrs, SC/ST (PH) – 15 yrs; OBC (PH) – 13 yrs.) as per Government of India instructions.
2. No post falls on point reserved for physically disabled persons. However, preference will be given to PH candidate.
3. Allowances as admissible to Central Government employees
4. Reimbursement of medical expenses @ Rs. 12,000 p.a. plus hospitalization as per rules
5. Those working in Government/Semi Government PSUs etc. should send their applications through proper channel.
6. Separate application should be sent for each post. Name of the post should also be written on the envelop.
7. The appointments will be initially on three years contract. The contract appointment is likely to be regularized depending upon the performance on completion of 3 years' service or even prior to that.
8. Merely fulfilling the eligibility conditions will not be criteria of short listing, if any.
9. For Assistant an objective type test (Gen. English, General Awareness, Maths 12th Std.) and subjective test (only for candidates qualifying objective test) comprising Essay and letter writing (Eng & Hindi), Maths (12th Std.), précis writing/comprehension, etc.
10. For Junior Stenographer objective type General English test will be conducted and the candidates qualifying the test will be called for English Shorthand test to be transcribed on computer only.

11. No TA/DA will be paid to the applicants called for the written test.
12. The applicants who do not receive letter for taking test may refer to website of the Institute (www.iift.edu) on 10th October 2012 and download the call letter.
13. IIFT reserves the right not to fill up any or all posts

Applications may be sent to Registrar, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi – 110 016

Last date for receiving the applications : **28th September, 2012**

Registrar