



# भारतीय विदेश व्यापार संस्थान

## INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University under Ministry of Commerce & Industry, Govt. of India)

### **Engagement of Technical Assistant on contractual basis**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business. It has two built up Campuses at Delhi and Kolkata. The Institute is also in the process of constructing two new campuses at Maidan Garhi (Delhi) and Kakinada in Andhra Pradesh apart from undertaking major repairs/renovation works at its existing Campus in Delhi.

The Institute is looking for a Technical Assistant on contractual basis fulfilling following eligibility criteria:

#### **Eligibility:**

- (i) B.E./ B.Tech (Civil/ Electrical) with at least 55 % from Government recognized institution
- (ii) 03 years' of work experience in Maintenance/ Repair related works.

#### **Desirable:**

- (i) Proven track record of maintaining electrical installations and electro-mechanical services viz. AC Plant, Sub-station, DG Set, lifts etc.
- (ii) Proficiency in the use of a variety of computer office applications, MS Word, MS Excel, Power Point or equivalent is must.
- (iii) Preference shall be given to the persons having knowledge of Audio and Video Equipment like projectors, mics etc.

#### **Tenure:**

The appointment will be purely on contract basis initially for a period of six months. The tenure can be extended further depending upon performance of the candidate and requirement of the institute.

**Age:** Should not be more than 30 Years as on last date of receipt of application.

**Emoluments:** Rs. 55,000 – 60,000 per month (Consolidated all inclusive).

**Selected candidate will have to join duty immediately on receipt of the offer.**

- Fulfillment 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 shortlist applicants as may be considered appropriate and no reason for rejection shall be communicated.
- IIFT reserves the right to fill or not to fill the post advertised. 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.

Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by **14.03.2024**.

**Link -** [https://docs.iift.ac.in/recruit/solo.asp?jcode=TA\\_mar24](https://docs.iift.ac.in/recruit/solo.asp?jcode=TA_mar24)

Only shortlisted candidates shall be informed by e-mail to appear for the test/interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.

- (Dr. P.K. Gupta)  
Registrar