

**INDIAN INSTITUTE OF FOREIGN TRADE
Deemed to be University**

SPECIAL RECRUITMENT DRIVE (SRD) FOR PWD

Indian Institute of Foreign Trade is a Deemed to be University under Department of Commerce, Government of India. For it's Delhi Campus, to clear the backlog, the Institute invites applications for the candidates belonging to visually handicapped (VH) persons under PWD for the post of Junior Clerk

Post	No.	Reservation	Educational Qualification	Upper Age Limit
Junior Clerk (Level 2 as per 7 th CPC)	1	VH/ Low vision (min. 40%)	Essential : i) Graduation from recognized University with adequate knowledge of computers ii) Having a speed of 35 w.p.m. in English typing or 30 w.p.m in Hindi Typing through Computers Desirable: 50% marks in Graduation .	As on 28.02.2019: UR (PH) – 38 years SC/ST (VH) – 43 years OBC (VH) – 41 years

Abbreviations Used

Abbreviations	Explanation
PWD	Persons with Disabilities
PH	Physically Impaired
VH	Visually Impaired

PWD candidates of relevant category applying against the vacancy specifically reserved for them shall be eligible for the benefit of reservation/concession, if impairment is not less than 40 % of the relevant disability.

HOW TO APPLY:-

1. The candidates may apply through the link
http://docs.iift.ac.in/recruit/solo.asp?jcode=JR_PWDRH_Mar2019
2. Before registering/applying online, candidates are advised to go through Detailed Instructions. The candidate should possess the following and keep the same handy while applying online:
 - (i) Valid email ID and mobile no.
 - (ii) Scanned copies of self-attested recent passport size photograph (3.5 X 4.5 cm) of the candidate. (.JPEG/ .JPG/ .BMP format size upto 50 KB).
3. Candidates are NOT required to submit hard copy of application form to IIFT at this stage.
4. Last date of online submission of application is **1st April 2019**.

SELECTION PROCESS:-

1. Candidates fulfilling all the eligibility criteria (based on the application as submitted in the online application), will be considered for further Selection Process. Depending on the number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process. In the event of number of applications being large, IIFT will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process to a reasonable number by suitably raising the minimum eligibility standards.
2. Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and IIFT will not be responsible for any consequence of furnishing such wrong/ false information.
3. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information; their candidature will be Summarily Rejected.
4. All the details given in the online form will be treated as final and no changes will be entertained.
5. Written Test/ skill test/ both shall be adopted for selection.
6. **Facility of Scribe:** Visually handicapped candidates with visual disabilities of 40% and above may avail the assistance of a SCRIBE in the examination subject to such requests being made in the application forms. VH candidates would have to bring their own scribe who fulfills the criteria fixed by Establishment cell. Such candidates would be required to apply to the Establishment cell in the prescribed format at least two weeks ahead of the date of examination for which scribe is needed and obtain its approval for it. The criteria fixed for scribe and forms for obtaining approval for scribe is available on the website of Institute.
7. Question papers and answer sheets will not be provided in BRAILLE. Persons with visual disability/ one eyed candidates who wish to write/ indicate the answers with the

help of magnifying glass will be allowed to use the Magnifying Glass in the examination hall. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

8. Visually Handicapped, including blind and partially blind candidates may bring their own TAYLOR FRAME and BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH candidates except scribe, where permissible, will be allowed inside the Examination premises.
9. Provision of Compensatory Time: The visually handicapped candidates with visual disability of forty percent and above will be allowed compensatory time of twenty minutes per hour.

GENERAL INSTRUCTIONS:-

1. Age relaxation provided above as per Government of India Instructions
2. Reservation as per Govt. of India rules and Persons with Disabilities Act.
3. CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH IIFT WEBSITE ONLY. No other means / mode of application shall be entertained.
4. The candidates applying against VH Category shall upload the Disability Certificate, issued by the competent authority, in the prescribed format of the Govt. of India. The candidate may ensure that they should meet the prescribed physical disability as per Govt. of India rules, for respective physical disability category.
5. The details entered by the candidate at the time of online registration are final and binding. Further, request for change of Mailing Address/email ID/ Category/Posts as declared in the online application will not be entertained.
6. Allowances as admissible to Central Govt. employees
7. Those employed in Govt./Semi-Govt./PSU should send application through proper channel
8. The appointments will be initially on three years' probation. The appointment is likely to be regularized depending upon the performance on completion of three years.
9. Merely fulfilling the eligibility conditions will not be the criteria of shortlisting of applications
10. Written test/ skill test for the post will be held at IIFT Campus, New Delhi
11. No TA/ DA will be paid to the candidates called for the written/ skill test.