

INDIAN INSTITUTE OF FOREIGN TRADE

EMPANELMENT FOR RESEARCH ASSOCIATES FOR MDP DIVISION

IIFT will hold a walk in interview to empanel persons purely on contractual basis for one year to work as Research Associate (MDP). The contract period is extendable up to for further 2 years based on the performance and requirement of the Institute.

Qualification: The candidates should be a Post Graduate in any discipline preferably in International Business, Marketing or Economics with good academic record, good computer knowledge and should possess excellent command over written and spoken English.

Experience: Minimum 3 years work experience in administration/marketing/consultancy coordination work in a higher educational institution or organization of repute.

Age limit: The candidate should not be more than 30 years on 1st Nov 2019.

Job Requirements: Coordination for conduct of programmes, updating database, coordination with the participants, Programme Director and Resource Persons. Moreover, the selected candidates will also provide administrative support for programme related works as required from time to time. The selected candidates may be required to attend office on Saturdays/Sundays. One weekly off will be given in lieu of such 2 day's attendance on weekends/holidays.

Remuneration: All inclusive consolidated Rs.30,000/- per month.

How to apply: Applicant should send their detailed CV by email to recruitment@iift.ac.in with the subject line **RESEARCH ASSOCIATES FOR MDP DIVISION** on or before **20th Nov 2019**. Shortlisted candidates will be called for interview.

No TA/DA will be admissible for appearing in the interview.

Selected candidates will have to join duty immediately on receipt of the offer letter.