



INDIAN INSTITUTE OF FOREIGN TRADE (IIFT)

IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016
(Deemed to be University under Department of Commerce, Govt. of India)

IIFT is a premier institution of education, training and research in the area of International Business set up by Department of Commerce, Government of India. The Centre for Research on International Trade (CRIT) which is a part of IIFT has three Centres under it with the Centre for WTO Studies being one of them.

The Centre for WTO Studies (CWS) was established at the Indian Institute of Foreign Trade in November 2002. The Centre is an independent think-tank conducting research and training programmes on the WTO and related matters. The Centre also regularly assists the Government of India in international trade negotiations, disputes and policy matters.

The Centre for WTO Studies intends to engage an **Administrative Officer (Coordination)** on contractual basis for a period of one year. In terms of the Bye-Laws of CWS, the post of Admin. Officer is to be filled either by direct recruitment or deputation or on re-employment basis.

Main Responsibilities:

Coordinating with the Department of Commerce on all matters relating the CRIT Centres, including the following:

1. All matters related to budgetary allocation and expenditure monitoring;
2. Appointment of faculty members of CRIT;
3. Updating and amendment in Bye-Laws of CRIT Centres;
4. Output-Outcome Monitoring Framework (OOMF) targets as required by NITI Aayog;
5. Information in respect of CRIT, as may be required by DoC and other Ministries of the Government of India;
6. All matters related to Expenditure Finance Committee and Standing Finance Committee as may be relevant for CRIT;
7. Capacity building programmes for DoC Officers and organised by CRIT Centres; and
8. Any other matter as may be decided by the DOC and CRIT Centres.

(a) Engagement of an Administrative Officer (Coordination) on deputation/re-employment basis:

Educational and Other Qualification: Where the applicant is a serving or retired employee from Central Government/State Government/Central Autonomous body, he/she should be eligible to hold a post of Under Secretary to the Government of India;

or

at least 25 years administrative experience to deal with administrative/Establishment matters and should be capable to handle the duties and responsibilities of Administrative Officer (Coordination) highlighted above.

Pay fixation: Pay shall be fixed as per the extant orders issued by the Department of Personnel & Training to deal with deputation/re-employment on the subject;

or

all-inclusive amount not exceeding Rs.70,000/- p.m, whichever is higher.

(b) Direct Recruitment of a candidate from Central Government/ State Government / Central Autonomous Body as an Administrative Officer (Coordination):

Educational and other Qualification: Where the applicant is a serving employee from Central Government/State Government/Central Autonomous Body, the candidate should have at least 25 years administrative experience to deal with administrative/Establishment matters and should be capable to handle the duties and responsibilities of Administrative Officer (Coordination) highlighted above.

Pay Fixation: The selected candidate shall be paid an all-inclusive amount not exceeding Rs.70,000/- p.m.

Tenure: The appointment of Administrative Officer (Coordination) will be on contractual basis initially for a period of one year which could be further extended depending upon the performance, punctuality and discipline of the candidate.

Other Benefits: The candidate selected as an Administrative officer shall be entitled to 08 casual leave, 30 Earned Leave in a year. Apart from this, medical facilities and LTC shall also be admissible as per IIFT's norms. Leave encashment shall not be admissible.

The selected candidate will be informed about his/her selection and shall be required to join the Centre immediately. Interested candidates having the above qualifications and experience should only apply and send their CV by email to **recruitment.cws@iift.edu** latest by **4th April, 2022**. The shortlisted candidates shall be informed by IIFT through e-mail about the date and time for the interview.

(Dr. Pramod Kumar Gupta)
Registrar