INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)

(Under Department of Commerce, Govt. of India)
Engagement of "Account Officer" on Contract (Retired Personnel only)

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. The Institute intends to engage ONE experienced and retired personnel from Central/ State Govt. / Autonomous Bodies/ PSUs as Account Officer on Contract basis.

Qualification & Experience:

1. Graduation in Commerce or SAS qualified
2. Should have retired from central Govt./ State Govt./Autonomous Bodies/PSU from the Pay Level of L-10 of 7th CPC Pay matrix (Grade pay-5400) OR equivalent grade in IDA pay pattern of the PSUs.

Age- Should be less than 62 years on the closing date of application.

Tenure:
The appointment will be purely on contract basis initially for a period of one year. The tenure can be extended further depending upon performance of the candidate and requirement of the Institute.

Job Profile and requirement:
(i) Proficiency in GeM, GFR and accounting procedures of Govt./ Govt. organisations.
(ii) Knowledge in procurement procedures, contract management and Income tax laws, GST etc.
(iii) Thorough knowledge of MS word, Excel and PowerPoint.

Emoluments:
The candidate will be paid all inclusive consolidated salary of Rs.50000/-

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

In case of large number of applications to Scrutiny Committee may apply benchmarks higher than minimum qualifications to shortlist the candidates for interviews.

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

Interested candidates fulfilling the above qualifications and experience should only apply online through the link given by 27th May, 2022.

Link to Apply: http://docs.iift.ac.in/recruit/solo.asp?jcode=AO_MAY2022