

INDIAN INSTITUTE OF FOREIGN TRADE
Deemed University
(under Deptt. of Commerce, Govt. of India)

Indian Institute of Foreign Trade is a Deemed University under Department of Commerce, Government of India. The Institute invites applications for the following post:

Post	No.	Reservation	Educational Qualification	Upper Age as on 31.10.2009
Junior Clerk (Rs.3050-75-3950-80-4590 Revised to Rs.5200-20200 Grade Pay: Rs.1900)	6	OBC - 4 UR - 2	i) Graduation from a recognized university with adequate working knowledge of computer, preferably 50% marks in Graduation ii) Having a speed of 30 w.p.m. in English typing on Computer	For UR candidates: 28 years For OBC candidates: 31 years

Apply strictly as per the proforma given below along with one recent photograph:

(1) Name (2) Post applied for (3) Category (4) mailing address with telephone number, email (5) date of birth, (6) educational qualifications – exam passed, name of the board/university, year of passing, percentage of marks secured and Dvn./Class, (7) Experience, if any - name of the organization, designation held, period of service, scale of pay with basic pay and total emoluments drawn, nature of duties, (8) Knowledge of computer, (9) Any other relevant information

GENERAL

1. Age relaxation as per Government of India instructions.
2. No post falls on point reserved for physically disabled persons. **However, preference will be given to PH candidate.**
3. Allowances as admissible to Central Government employees.
4. Reimbursement of medical expenses @ Rs.12000 p.a. plus hospitalisation as per rules.
5. Those employed in Govt./semi-govt./PSU should send application through proper channel.
6. The appointments will be initially on three years' contract (probation period). The contract appointment is likely to be regularized depending upon the performance on completion of 3 years' service or even prior to that.
7. Merely fulfilling the eligibility conditions will not be the criteria of selection.
8. Written test/typing test and interview for the post will be held at Delhi.
9. No TA/DA will be paid to the applicants called for the written test.
10. IIFT reserves the right not to fill up any or all posts.

The applications may be sent to Dr. L.D. Mago, Registrar, Indian Institute of Foreign Trade, IIFT Bhavan, B-21, Qutab Institutional Area, New Delhi-110016, as per prescribed proforma so as to reach latest by 19th October, 2009.