



INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed University under Deptt. of Commerce, Govt. of India)

IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016

SPECIAL RECRUITMENT DRIVE FOR THE POSTS OF PERSONAL ASSISTANT AND JR. STENOGRAPHER

Indian Institute of Foreign Trade is a Deemed University under Department of Commerce, Government of India. To fill up the vacancies reserved for candidates belonging to SC/ST/OBC categories, the Institute invites applications under "Special Recruitment Drive" for the following posts :

Post and Pay Band	No.	Reservation	Educational Qualification	Upper Age as on 30.06.2011
Personal Assistant Rs. 9300-34800 Grade Pay : Rs. 4200	2	ST - 1 OBC - 1	i) Graduation from a recognized university. Desirable : Graduation with 50% marks. ii) English Shorthand speed 100 w.p.m. and English typing speed 40 w.p.m. iii) Adequate working knowledge of Computer. Candidate should also be well conversant with email, softwares like Spreadsheet, Documents, Presentation; etc.	28 years (for relaxation pls see (1) in General conditions below)
Junior Stenographer Rs. 5200-20200 Grade Pay : Rs. 2400	3	SC - 1 ST - 1 OBC - 1	Same as for Personal Assistant except for English shorthand speed 80 w.p.m. and English typing speed 30 w.p.m.	

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

(1) Name (2) Post applied for (3) Category : SC/ST/OBC/SC (PH)/ST (PH)/OBC (PH) (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 - 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 [SC/ST - 5 yrs; OBC - 3 yrs; SC/ST (PH) - 15 yrs; OBC (PH) - 13 yrs] as per Government of India instructions.
2. Allowances as admissible to Central Government employees.
3. Reimbursement of medical expenses @ Rs.12000 p.a. plus hospitalisation as per rules.
4. Those employed in Govt./semi-govt./PSU should send application through proper channel.
5. Separate application should be sent for each post.
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 shortlisting of applications.
8. Written test/interview for the posts will be held at Delhi.
9. Written test will consist of questions on General English and English shorthand and transcription on computer only.
10. No TA/DA will be paid to the applicants called for the written test.
11. The applicants who do not receive letter for taking test may refer to website of the Institute (www.iift.edu) on 25.07.2011 and download the call letter.
12. 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 Bhawan, B-21, Qutab Institutional Area, New Delhi-110016, as per prescribed proforma so as to reach the Institute latest by 11.07.2011.