



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University – Under Department of Commerce, Govt. of India)

(Kakinada Campus)

Address: J.N.T.U. Campus, Kakinada, Andhra Pradesh – 533 003

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Department of Commerce, Government of India, engaged in Education, Training and Research in the areas of International Trade and Business. The Institute intends to engage the Post of Personal Assistant on contract basis for its Kakinada (Andhra Pradesh) Campus:

Post Code No: 01

1.	Name of the Post	Personal Assistant
2.	Number of the Posts	(02) (Two)
3.	Essential and Qualification Experience	(i) A Bachelor's Degree from a recognized University (ii) Three years of experience as Stenographer / Steno-typist in Govt. / Private Academic Institutes / Open and Distance Learning Institutes / Autonomous Bodies / Public Sector Undertakings (PSUs) / Reputed Corporate Organizations / Judiciary Departments
4.	Desirable	(i) One Year Diploma in Computer Application
5.	Age Limit	(i) Should not be more than 35 years as on the last date of receipt of application. OR (ii) Retired employees of Central Govt. / State Govt. /Govt. Educational Institutions / Autonomous Bodies, not exceeding 63 years as on the last date of application.
6.	Skill Test	(i) Dictation: 10 mts. @100 w.p.m. (ii) Transcription: 40 mts. (English) or 55 mts. (Hindi) on Computer. (iii) Computer proficiency viz. Typing Skill, Word Processing, Spreadsheet, Internet, E-mail Communication etc.
7.	Emoluments	The Candidate shall be paid all inclusive consolidated emoluments of ₹ 35,000/- per month.
8.	Tenure	The appointment shall be purely on contract basis for a period of one year initially.

General Conditions

- (i) Fulfilment of conditions of minimum qualification and experience shall not necessary entitle any applicant to be called for the further process of recruitment.
- (ii) In case of large number of applications, IIFT reserve the right to shortlist applications in any manner as may be considered appropriate and no reason for rejection shall be communicated in any case.
- (iii) IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
- (iv) Selection process will take place in Kakinada, Andhra Pradesh. Selected candidates will have to join immediately on receipt of offer. Interested candidates having the above qualification and experience should only apply online through link given below :
- (v) Link to apply online: http://docs.iift.ac.in/recruit/solo.asp?jcode=PA_Kknd-may23

Last date to apply on-line is 26-05-2023.

Only the shortlisted candidates shall be informed by e-mail to appear for Written Test/Skill Test/Interview/On-line Interaction at IIFT Campus, JNTU, Kakinada, Andhra Pradesh – 533 003.