

	<p align="center"><b>CENTRE FOR RESEARCH ON INTERNATIONAL TRADE</b> CENTRE FOR WTO STUDIES NAFED House, Ashram Chowk, New Delhi -110014</p>		
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**Date – 17.06.2025**

### **Advertisement for Recruitment of Administrative Officer (On Contract Basis)**

The Centre for Research on International Trade (CRIT) which is a part of IIFT has two 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** (On Contract Basis) initially for a period of **1 (One) year**. This position will be posted at CWS Office, NAFED House, Ashram Chowk, New Delhi.

#### **1. Main Responsibilities:**

- i. Responsible for handling of all administrative matters of the Centre including initiation of process for engagement of Faculty, Researchers, etc., as per GFR/GeM/DoPT/By-Laws of CRIT.
- ii. Coordination and liaison with HR / Administration/Finance/ Estate & Maintenance Sections, etc., of IIFT including NAFED on regular basis.
- iii. Finance & Budget of the CRIT including all matters related to day to day activities.
- iv. Liaison with Department of Commerce on important issues like budget, etc.
- v. Maintenance of punctuality and discipline.
- vi. To look after infrastructure issues relating to CRIT (5th to 8th Floor at NAFED House) and relocation as and when required.
- vii. Undertake any other assignment, which may be assigned by Head, CWS from time to time.
- viii. Initiation of payment related/approval files on e-office.

#### **2. Terms and conditions:**

- The engagement will be on a contract basis initially for a period of **1 (One) year**, with a possibility of further extension based upon the performance of the candidate and the requirements of the Centre.
- The engagement shall not confer any right or claim for regularization or continuance in service. The contract can be terminated by any party by giving one month's notice in writing or payment of consolidated remuneration of one month in lieu thereof.

#### **Essential Educational and other Qualifications:**

- An administrative officer eligible to hold the post of Under Secretary to the Government of India or any other qualification as determined by the Steering Committee.;

## NOTE:

- All the candidates will be required to appear in the Interview to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in Interview.
- All the Contractual recruits should possess working knowledge of computers.

### 3. AGE LIMIT:

- Not exceeding **62 years** as on the closing date of receipt of application.

### 4. TENURE:

- The appointment will be on a contract basis initially for a period of 1 (One) year, which can further be extended depending upon the performance of the candidate and the requirements of the Centre.

### 5. REMUNERATION:

- For Contract Appointment - The candidate will be paid a consolidated remuneration equivalent to **Pay Level of 10** per month (Minimum of the pay scale).
- For Reemployment - The candidate will be paid a consolidated salary as their **Last pay drawn minus pension**.

### 6. HOW TO APPLY:

- Interested Indian nationals fulfilling the above-mentioned eligibility and qualification criteria are encouraged to submit their resume through e-mail: **recruitment.cws@iift.edu** to the CWS, CRIT latest by 30<sup>th</sup> June 2025 (5.30 P.M).

## **GENERAL CONDITIONS/INSTRUCTIONS**

(1) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the post.

(2) If at any stage during the selection process, it is found that candidates have furnished false or wrong information, their candidature will be summarily rejected.

(3) One recent passport size photograph should be pasted on the top right-hand corner of the resume, without photograph will be treated as incomplete resume.

(4) Resume once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes to any data/ particulars submitted by the candidate in the resume will be entertained once the application is submitted.

(5) Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

(6) Incomplete application will be summarily rejected.

(7) No correspondence or query will be entertained from the candidates regarding the eligibility, result of

tests, selection process etc. IIFT reserves the right to not fill up the post advertised.

(8) IIFT strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.

(9) Applicants selected for appointment may be required to go through police verification before or after joining.

(10) Essential qualifications/experience prescribed is the minimum and mere possession of them will not entitle an applicant to be called for interview. In case of large number of applicants, the scrutiny committee may apply higher benchmark than the minimum essential/desirable qualifications to shortlist the candidates for written test and/or interview.

(11) Original certificates should be produced only at the time of interview. However, attested photocopies of testimonials may also be attached with the resume in support of their education qualifications and experience etc.

(12) The date and time of the interview will be communicated through email (as provided in the application form) to the **shortlisted candidates only**.

(13) IIFT reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).

(14) Canvassing in any form will lead to disqualification.

(15) Corrigendum, if any, shall be posted on the institute/centre's website only.

(16) **The last date for receipt of the complete application is 30.06.2025 (Monday).**

The shortlisted candidates shall be required to appear before the duly constituted Interview Panel for a personal interview. Only the selected candidates will be informed of the selection and will **need to join immediately**. No correspondence/recommendation will be entertained from the candidates regarding the conduct and result of the interview and the reason for not being called for an interview.

(Gaurav Gulati)  
Registrar, IIFT