

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

DEPUTY REGISTRAR

(Rs.37400-67000 + Grade Pay Rs.8,700)

IIFT is a premier institution of education, training and research in the area of International Business set up by Govt. of India. Besides Research and Executive Development Programmes, IIFT conducts full-time and part-time MBA (International Business) as well as Executive Masters in International Business both on campus and through the VSAT mode.

The Institute invites applications for appointment of **Deputy Registrar in the pay band of Rs.37400-67000 with Grade Pay of Rs.8,700 on deputation basis**. The pay will be regulated in accordance with the government guidelines.

The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organizations/department of the Central Government, etc. shall not exceed 3 years.

The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

Duties

1. To assist Registrar in the following functions:

(a) Custodian of the records of the Institute and such other property of the Institute as the Board of Management may commit to his charge; (b) Conduct the official correspondence on behalf of the authorities of the Institute; (c) issue notices convening meetings of the authorities of the Institute and all Committees and Sub-Committees appointed by any of the authorities of the Institute; (d) keep the minutes of the meetings of all the authorities of the Institute and of all the Committees and Sub-Committees appointed by any of these authorities; (e) make arrangements for and supervise the examinations conducted by the Institute; (f) represent the Institute in suits or proceeding by or against the Institute in Courts of Law, sign power of attorney and perform pleadings or depute his representatives for this purpose; (g) enter into agreements, MoUs etc., sign documents and authenticate records on behalf of the Institute; (h) hold in special custody records and documents of the Institute; (i) safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute; and

2. Also perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of Management or Director from time to time.

The officers of the Central Government/State Government/Union Territories, who possess the following qualifications are eligible for consideration for appointment on deputation to the post of Deputy Registrar :

(A) (i) holding analogous posts on regular basis (pre-revised scale of pay Rs.14300-400-18300) **or** (ii) with five years regular service in the posts in the pre-revised scale of pay of Rs.12000-375-16500 and

(B) Post Graduation from a recognized university with 50% marks

Experience:

12 years' experience in suitable administrative capacity in a government/ semi-government, industry or trade or education or semi-educational institution of which three years in the grade of Rs.12000-375-16500 (pre-revised).

Applications in the given proforma may be sent to **Dr. L.D. Mago, Registrar, Indian Institute of Foreign Trade, B-21, Qutab Institutional Area, New Delhi-110016 so as to reach him latest by 26.11.2009.**

While sending the application it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary case is pending or contemplated against the officers.

Applications not in the prescribed proforma or those received after the last date or not received through proper channel or not accompanied by the complete and up-to-date CR Dossiers shall not be considered.

BIO-DATA PROFORMA

1. Name (Block letters)
2. Address
3. Tel./Mobile Number
4. Date of Birth
5. Date of retirement under Central/State Govt. rules
6. Educational Qualifications possessed (**with %age of marks**)
If any of the qualification has been treated as equivalent to the one prescribed, state the authority for the same)
7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: **YES / NO**
8. Details of employment in chronological order

Office/Instt./ Organisation	Post Held	From	To	Scale of Pay & Basic Pay	Nature of duties (in detail)

9. Nature of present employment, i.e. ad-hoc or temporary or quasi-permanent or permanent
10. In case the present employment is held on deputation/contract basis, please state
 - a) The date of initial appointment
 - b) Period of appointment on deputation/contract
 - c) Name of the parent office/organization to which you belong
11. Additional details, if any, about present employment
12. Are you in the revised scale of pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post
15. Whether belongs to SC/ST (The post is unreserved)

I have gone through the vacancy circular and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post.

Date:

(Signature of the candidate)

Address:

Countersigned

(Employer with Seal)

**Certificates to be furnished by the Employer/Head of the Officer/
Forwarding Authority**

Certified that the particulars furnished by Shri/Smt./Kumari _____ are correct and he/she possess the required educational qualifications and experience mentioned in the vacancy circular. Also certified that:

- i) There is no vigilance case pending/contemplated against him/her.
- ii) His/Her integrity is beyond doubt.
- iii) No major/minor penalties have been imposed on him/her during the last 10 years

In respect of candidates short-listed for selection, complete ACR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or above to the Government of India will be required before offering appointment.