

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

Indian Institute of Foreign Trade, Deemed University is a premier education, training, research institution of the country in the area of International Business. The Institute invites application for the following posts:

Post and pay band	No.	Reserva- tion	Educational Qualification	Upper Age as on 7.11.2011
Computer Programmer Rs.15600-39100 + Grade Pay Rs.5400	1	UR	MCA/B.E. (Computer Science)/B. Tech (Computer Science) with first class or at least 60% marks or equivalent) <b>OR</b> Master's degree in Maths/Statistics/Operations Research/Economics with Post-Graduate Diploma in Computer Science (from a Govt. recognized institution/university) with at least 60% marks in aggregate of equivalent grade. System analysis and programming experience of one year.	35 years  Age relaxation [SC/ST - 5 yrs; OBC - 3 yrs; GEN (PH) – 10 yrs), SC/ST (PH) -15 yrs; OBC(PH) – 13 yrs] as per Govt. of India instructions
Junior Stenographer Rs.5200-20200 + Grade Pay Rs.2400	1	ST	i) Graduation from a recognised university. <b>Desirable</b> : Graduation with 50% marks. ii) English Shorthand speed 80 w.p.m. and English typing speed 30 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 relaxed for candidates belonging to ST category to 33 years and for ST (PH) candidates to 43 years

Apply strictly as per the proforma given below along with one recent photograph. No certificate is to be attached with the application :

(1) Name (2) Post applied for (3) Category: GEN/SC/ST/OBC/GEN(PH)/SC(PH)/ST(PH)/OBC(PH) (4) Postal 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) Any other relevant information

## **GENERAL**

1. Allowances as admissible to Central Government employees.
2. Reimbursement of medical expenses @ Rs.12000 p.a. plus hospitalisation as per rules.
3. Those employed in Govt./semi-govt./PSU should send application through proper channel.
4. Merely fulfilling the eligibility conditions will not be the criteria of shortlisting of applications.
5. No TA/DA will be paid to the applicants called for the written test.
6. IIFT reserves the right not to fill up the post.

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 the Institute latest by 7.11.2011.