



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के तहत मानक विश्वविद्यालय)

(Deemed to be University Under Ministry of Commerce & Industry, Govt. of India)

### **Engagement of a retired personnel as Consultant (Technical) on contract**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Government of India, engaged in education, training and research in the area of International Business. It has two built up Campuses at Delhi and Kolkata. The Institute is also in the process of constructing two new campuses at Maidan Garhi (Delhi) and Kakinada in Andhra Pradesh apart from undertaking major repairs/renovation works at its existing Campus in Delhi.

The Institute intends to engage **ONE** experienced retired personnel from Central Govt. / State Govt. / Reputed Educational Institute of Government viz. IITs / Central universities as Consultant (Electrical), purely on contract basis to handle Electro-Mechanical Engineering and other related work for the institute for an initial period of one year.

#### **Essential Educational Qualifications Experience**

##### **(A) Educational Qualifications:**

- (i) Degree in Electrical Engineering

##### **(B) Experience:**

- (i) Retired Executive Engineer
- (ii) Retired Asst. Engineer with at-least 08 years experience at the level of Asst. Engineer.

##### **Desirable:**

- (i) Proven track record of handling / managing projects work in reputed organizations of relevant magnitude and quantities.
- (ii) Experience of handling / managing at least one building Project having Sub-station and Central AC Plant.
- (iii) Proficiency in the use of a variety of computer office applications, MS Word, MS Excel, Power Point or equivalent is must.

**Tenure:**

The appointment will be purely on contract basis initially for a period of one year. The tenure can be extended further up to 3 years depending upon performance of the candidate and requirement of the institute.

**Job Profile:**

This post holder will be required to perform following day to day administrative and technical work of the institute:

- (i) Should be able to prepare Preliminary Cost Estimate and Detailed Cost Estimate for original as well as maintenance work.
- (ii) Should be able to supervise all maintenance work carried out by institute employed workers / vendors.
- (iii) Should be able to prepare tender document
- (iv) Should be able to publish tender on e-Procure Portal and IIFT website.
- (v) Receipt opening and processing of tender for acceptance by the competent authority.
- (vi) Should have vast experience of Contract Management.
- (vii) To verify / prepare if required, vendor bills and process for approval of the competent authority.
- (viii) To liaison with the local authorities
- (ix) Should be well versed with GeM & GFR Rules & Regulations
- (x) Handling all kinds of e-procurement through GeM, CPP Portal, and other methods as per GFR.

**Age :** Should not be more than 62 Years as on last date of receipt of application.

**Emoluments :** Rs. 65,000 – 75,000/- p.m. all-inclusive lump sum remuneration based on qualification and experience shall be offered.

**Selected candidate will have to join duty immediately on receipt of the offer.**

- Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment.
- In case of large number of applicants, IIFT reserves the right to shortlist applicants as may be considered appropriate and no reason for rejection shall be communicated.

- IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reason for not being called for interview
- Interested candidates having the above qualifications and experience should only apply Online through the link given below latest by 09.04.2023.

**Link -** [http://docs.iift.ac.in/recruit/solo.asp?jcode=Consultech\\_Mar23](http://docs.iift.ac.in/recruit/solo.asp?jcode=Consultech_Mar23)

Only shortlisted candidates shall be informed by e-mail to appear for the test/interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.