

F. No.A.12022/26/2016-E.IV  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce



UdyogBhavan, New Delhi.  
Dated 3<sup>rd</sup> August, 2022

**VACANCY CIRCULAR FOR THE POST OF DIRECTOR, INDIAN INSTITUTE OF FOREIGN TRADE (IIFT), NEW DELHI.**

Applications are invited from Indian Nationals for the post of Director, Indian Institute of Foreign Trade (IIFT), New Delhi.

2. The IIFT was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources; generating; analyzing and disseminating data; and conducting research. The Institute was granted deemed-to-be-university status in May, 2002.
3. An extract from the relevant provisions in the Memorandum of Association and Rules of IIFT regarding the manner of selection of the Director of the Institute is at Annexure-I. The job description/model terms and conditions of appointment for the post of Director, IIFT are at Annexure-II. A brief on IIFT is at Annexure-III.

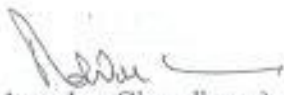
4. Duly filled in application, in prescribed format as at APPENDIX, along with complete bio-data may be sent to Dr. Krishan Kumar, Joint Secretary, Department of Commerce, Room No. 442, Vanijya Bhavan, New Delhi-

Services-II Branch  
Diary No 86342  
Date 17/08/22

110001, within 30 days from the date of advertisement in the News papers.

5. If an applicant is in Govt. service, the application may be forwarded through proper channel with copies of complete ACRs/APARs for the last five years, integrity certificate, vigilance clearance and certificate that no major/minor penalty has been imposed on the applicant during the last 10 years.

Encl : As above.

  
(Mahender Chaudhary)

Under Secretary to the Govt. India  
Tel.No.011-23061933

To

1. All the Chief Secretaries of States/Administrators of UTs.
2. All Ministries/Department of Govt. of India.
3. Niti Aayog, Yojana Bhavan, New Delhi.
4. Shri Juglal Singh, Director (Admn) DoPT, Room No.5-A, North Block, New Delhi for uploading the circular on DOPT website.
5. NIC, Department of Commerce, for uploading the circular on the website of Deptt. of Commerce. 801
6. Registrar, IIFT for uploading the circular on the website of the IIFT
7. Management Institutes, Universities and Economic Institutes as per List attached.

NAME OF THE POST APPLIED FOR \_\_\_\_\_

1. Name:
2. Father's/husband's name:
3. Present address with landline phone No. Mobile No. and email.ID
4. Nationality:
5. Date of birth:
6. Educational qualifications:
7. Details of Research undertaken:
8. Training courses attended:
9. Experience as per details of Service from the date of entry to till date
10. Details of publications in chronological order:
11. Whether belongs to SC/ST/OBC:
12. Additional information, if any

Signature of the Applicant

CERTIFICATE (For serving Officers only)  
(To be given by the Head of the Department)

Certified that the particulars furnished above have been verified and found to be correct.

It is also certified that no disciplinary/vigilance proceedings, major/minor penalty has been imposed on the applicant during the last ten years. Integrity of the Officer is also certified.

Signature of the Head of the Department  
(With rubber stamp)

Relevant provisions of Memorandum of Association of IIFT

DIRECTOR

- i. The Director of the Institute shall be the whole time salaried officer of the Institute and shall be appointed by the Chairman from a panel of three names suggested by a Search-cum-Selection Committee. The composition of the Search-cum-Selection Committee shall be:
  - a. A nominee of the Chairman of the Institute
  - b. A nominee of the Department of Commerce, Govt. of India
  - c. A nominee of the Chairman, UGC
- ii. The upper age limit for holding the post of Director is 70 years. However, the incumbent shall have only a single tenure of five years.

*Provided* that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

- iii. In case of the office of the Director becomes vacant due to death, resignation or otherwise and in his/her absence due to illness or any other cause, the senior most Professor shall perform the duties of Director until a new Director is appointed or the existing Director resumes duties, as the case may be.

Powers of the Director

- i. The Director shall be the Principal Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of all the authorities of the Institute.
- ii. The Director shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committee.

- iii. The Director shall have the power to convene or cause to be convened meeting of the various authorities of the Institute.
- iv. The Director may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the Institute under its regulations and rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

*Provided* that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chairman whose decision thereon shall be final.

*Provided* further that if any person in the service of the Institute is aggrieved by such action taken by the Director under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/ her and thereupon the Board of Management may confirm, modify or reverse the action taken by the Director.

- v. It shall be the duty of the Director to ensure that the Regulations and Rules of the Institute are duly observed and implemented and he/she shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director.
- vii. The Director shall have the power to re-delegate some of his/ her powers to any of his/ her subordinate officers with the concurrence and approval of the Board of Management.
- viii. The Director shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix. The Director shall exercise such other powers and perform such other functions as may be prescribed by the regulation, rules and bye-laws.

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ANNEXURE-II

JOB DESCRIPTION FOR THE POST OF DIRECTOR, IIFT

The Director of the Institute will be Principal Academic and Executive Officer of the Institute. He is expected to have appropriate background of various aspects of international business and international trade including bilateral and multilateral aspects of international trade. Besides, he should have appropriate leadership qualities as well as academic bent of mind since he is required to interact with (a) both academia and researchers, (b) Central and State Government organizations and Government Policy makers, (c) the corporate sector, (d) education and research Institutions both in India and abroad and (e) multilateral organizations. He should also have wide administrative experience as he is the overall in charge of Administration and Finance of the Institute. He is required to give guidance, inter-alia, for (a) formulation of structure of various education and training programmes, (b) research activities for issues relevant for the Corporate Sector, the Government organizations as also for approaches in multilateral forums, (c) drawing up of curricula for various programmes including short term programmes and (d) building collaborations with international level institutions like UNCTAD etc. as also with other relevant organizations, both within the country and abroad.

## **Term**

The upper age limit for holding the post of Director is 70 years. However, the incumbent shall have only a single tenure of five years.

## **Terms & Conditions of Service of Director**

(As approved by the Board of Management as 28.11.2003)

### **1. Pay & Allowances**

The Director shall be entitled to draw pay of Rs.2,10,000/- per month (fixed) alongwith Special allowance of Rs.11,250/- per month (Board of Management decision of 25.3.2010 or as considered by the Board of Management from time to time).

- a. In case of appointment of a retired person as Director who is in receipt of Government pension, his pay shall be reduced by the amount of pension (before commutation) while fixing the pay. In doing so if he was drawing pay more than Rs.2,10,000/-per month(fixed) in his previous Government assignment and was drawing Government pension. His last pay on appointment as Director will be regulated on the basis of pay minus pension as per rule and his last pay drawn will be protected upto a maximum of Rs.2,25,000/-
- b. In case a serving Government servant is appointed as Director on deputation, he shall be entitled to opt for the pay of Rs.2,10,000/-per month(fixed) or for deputation allowance at the rates prescribed by the Government from time to time.

2. **DA/TA/LTC/Home Town benefits, etc:** He will be entitled to DA/TA/LTC/Home Town allowances/benefits as per the rules of the Institute. His travelling entitlement will be as applicable to the Secretary to the Government of India.

He would be entitled for one way journey by air for self and dependents in addition to the transportation of personal effects as per the AIS Rules, to the place of settlement/home town within one year from the date he demits his office.

3. **Residential Accommodation:** He will be entitled to free residential accommodation and shall not be entitled to draw House Rent Allowance. In case he wants to stay in other accommodation, HRA will be applicable as per Rules.
4. **Car facility:** He will be governed by the staff car rules of the Institute as regards to usage of car for official/personal purposes.
5. **Leave:** He shall be governed by the Leave Rules of the Institute. However, if a person appointed as Director had earlier superannuated while in Govt. service, he shall be entitled to encashment of earned leave only up to the extent his encashment of earned leave while in service falls short of 300 days.
6. **Medical facilities:** He shall be governed by the medical rules as applicable to the employees of the Institute. However, in case the Director is already a beneficiary of CGHS, he shall opt for either of the two.
7. **Contributory Provident Fund:** He shall be entitled to contribute to NPS and shall be governed by the NPS rules as applicable to the employees of the Institute.



8. **Gratuity:** He shall be governed by the Rules as applicable to the employees of the Institute. However, a Director appointed after retiring from the Government shall not be eligible for any Gratuity/Death/Retirement Gratuity.

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ABOUT THE INSTITUTE

The Indian Institute of Foreign Trade (IIFT) was set up in 1963 by the Government of India as an autonomous organization to help professionalize the country's foreign trade management and increase exports by developing human resources, analyzing and disseminating data and conducting research. The Institute visualizes its future role as:

- A catalyst for new ideas, concepts and skills for the internationalization of the Indian economy.
- The primary provider of training and research-based consultancy in the areas of international business, both for the corporate sector, Government and the student's community.
- An institution with proven capability to continuously upgrade its knowledge base with a view to servicing the requirements of the Government, trade and industry through both sponsored and non-sponsored research and consultancy assignments.

The Institute's portfolio of long-term programmes is diverse, catering to the requirements of aspiring International Business executives and mid-career professionals alike. These are

- PhD Programmes(Management and Economics) at New Delhi, and Kolkata

- Two-year MBA (International Business), New Delhi, Kolkata.
- Two-year MA (Economics-specialisation in Trade and Finance) at New Delhi and Kolkata
- Two-year and six months MBA (International Business) weekend at New Delhi and Kolkata
- Executive Post Graduate Diploma in International Business, New Delhi
- Certificate Programme in Export Import Management, New Delhi & various other executive programmes
- Integrated Programme in Management (Business Analytics and International Business) at Kakinada Campus (Andhra Pradesh)

The complete details of the IIFT are available in the Institute's website: [www.iift.edu](http://www.iift.edu)