



भारतीय विदेश व्यापार संस्थान

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

Autonomous body under, Department of Commerce, Ministry of Commerce & Industry, Govt. of India)

Advt No. – Advt./ NT/ Con. / Del./ 09 / 2026

Engagement of Officer (Accreditations & Rankings) purely on contractual basis

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by the Government of India, engaged in education, training and research in International Business. The Institute intends to engage one experienced personnel as Officer (Accreditations & Rankings) on a contract basis.

The Institute is pursuing accreditation from various international accreditation bodies viz. AACSB, FMD etc., besides furnishing periodic updates to the National Assessment and Accreditation Council (NAAC). The Institute also participates in various surveys on ranking of the institutions; including the National Institutional Ranking Framework (NIRF) of Ministry of Human Resource Development Government of India. The Officer (Accreditations & Rankings) will be responsible for all such activities.

Position : Officer (Accreditations & Rankings)

Number of Positions: One (1)

Consolidated Emolument:-The candidate will be paid a consolidated remuneration of Rs. 1, 00,000/- per month. Lower or Higher salary may be offered depending upon the work experience.

Age: Should not be more than 45 years as on the last date of receipt of the application.

Tenure & Joining: The appointment will be purely on contract basis, initially for a period of one year. The tenure may be extended further depending upon performance of the candidate. Selected candidate is expected to join within a month of the receipt of offer.

Link for online application - https://docs.iift.ac.in/recruit/solo.asp?jcode=O_ra_may26

Last Date to apply online – 03rd June 2026

Job Profile:

1. The Officer (Accreditations & Rankings) will be responsible for timely preparation and submission of all documents and reports besides soliciting periodic updates from different academic and non-academic divisions and departments of the institute.
2. Ability to identify information

Essential Qualification, Experience :

1. Post-Graduate Degree with at least 50 % marks.
2. Academic writing and verbal communication skills in English & Hindi language.
3. Proficiency in MS Office.
4. Minimum 02 years of experience in dealing with Rankings or Accreditation related work in Higher Educational Institutes or an Institute of

<p>requirements of various accreditations and rankings to develop systems to receive data from different academic and non-academic divisions/ departments of the institute, periodically. Maintenance and upkeep of important records/documents of the institute for timely retrieval and handling of as may be from time to time with timelines.</p> <p>3. Should be able to analyze facts and data and present them in a manner desired by the accreditation and ranking body, besides exercising sound judgment needed in arriving at inferences and recommendations.</p> <p>4. Since it is an officer's position, the candidate is expected to have good knowledge of rules, regulations, procedures and guidelines to lead a team of staff assigned in the cell and other administrative responsibilities to accomplish the tasks being undertaken by the A&R Cell.</p> <p>5. Should be able to work independently and as part of a team; demonstrate integrity, honesty and high ethical standards and ability to liaise with external and internal stakeholders, including students, faculty and staff.</p> <p>6. Any other functions or additional duties that may be assigned by the Head of the Division/ Institute from time to time.</p>	<p>repute.</p> <p>5. Knowledge about various national and international accreditation and ranking, their processes and requirements.</p> <p><u>Desirable Requirements:</u></p> <p>1. Possess certification in implementing quality standards and audit with special reference to academic institutions.</p> <p>2. A thorough knowledge of modern business English, business practices, methods, procedures and equipment as well as typing, transcribing, proofreading and general office skills will be preferred.</p>
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General Rules and Regulations:

- Selected candidate will have to join duty immediately upon receipt of the offer.
- Fulfilment of conditions of educational qualifications and experience shall not necessarily entitle any applicant to be called for further process of recruitment.
- No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- In case of a large number of applicants, IIFT reserves the right to short-list the applications in any manner 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 postal delays, the conduct of the result of the interview and the reason for not being called for an interview.
- The decision of the committee w.r.t. shortlisting and selection will be final and binding. No query whatsoever will be dealt w.r.t. the same.
- Interested candidates having the above qualifications and experience should only apply Online.

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

-Sd-

(Gaurav Gulati)

Registrar, IIFT