

F. No. A-12022/3/2012-E.IV
Government of India
Department of Commerce
Ministry of Commerce & Industry

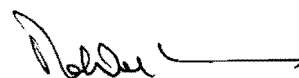
New Delhi, the 23rd March, 2012

VACANCY CIRCULAR FOR THE POST OF DIRECTOR (equivalent to Vice Chancellor) , INDIAN INSTITUTE OF FOREIGN TRADE (IIFT), New Delhi

Applications are invited from the Indian Nationals for the post of DIRECTOR (equivalent to Vice Chancellor), Indian Institute of Foreign Trade (IIFT), New Delhi. The IIFT was set up in 1963 by the Government of India as an autonomous organisation to help professionalise the country's foreign trade management and increase exports by developing human resources; generating; analysing and disseminating data; and conducting research. The Institute was granted Deemed University status in May, 2002.

2. 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, the job description/model terms and conditions of appointment for the post of Director and a brief on IIFT may be seen at Annexure-I, Annexure-II and Annexure-III, respectively.

3. Application in prescribed format at APPENDIX alongwith complete bio-data and also complete ACRs for the last five years with integrity certificate, Vigilance clearance and certificate that no major/minor penalty has been imposed on the applicant during the last 10 years, may be forwarded so as to reach **Shri D.S.Dhesi, Joint Secretary, Department of commerce, Room No.288, Udyog Bhawan, New Delhi-110 011, within 30 days** from the date of advertisement in the Newspaper, positively.



(MAHENDER CHAUDHARY)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tel. 011-2306 1933

Date: 23/3/12

Encl.: As above.

To

1. All the Chief Secretaries of States/ Administrators of UTs.
2. All Ministries /Departments of the Govt. of India.
3. Planning Commission, Yojana Bhawan, New Delhi.
4. NIC, DoP&T for uploading the circular on their website.
5. NIC, Department of Commerce for uploading the circular on the website of DoC.
6. Management Institutes, Universities and Economic Institutes as per List attached.

APPENDIX

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*
(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)

* For Serving Officers only.

ANNEXURE-I

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.

JOB DESCRIPTION FOR THE POST OF DIRECTOR

The Director of the Institute will be the 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 on 28.11.2003)

1. Pay and Allowances

The Director shall be entitled to draw pay of Rs.75,000/- per month (fixed) plus allowances along with Special Allowance of Rs.5,000/- per month.

(Board of Management decision of 25.3.2010)

- (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. 75000/- 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. 80000/-.
- (b) In case a serving Government servant is appointed as Director on deputation, he shall be entitled to opt for the pay of Rs. 75000/- 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 traveling entitlement will be as applicable to the Secretary to 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 Rule, 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.
4. **Car Facility :** He will be governed by the staff car rules of the Institute as regards the usage of car for official/personal purposes.
5. **Leave :** He shall be governed by the Leave Rules of the Institute. However, he shall be entitled to encashment of earned leave only up to the extent his encashment of earned leave while in Central Government 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 CPF and shall be governed by the CPF 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.

ABOUT THE INSTITUTE

The Indian Institute of Foreign Trade (IIFT) was established in May 1963 by the Government of India as an autonomous organization under the Societies Registration Act of 1860, with the objective to strengthen the country's external trade sector through development of human resource, generating analyzing and disseminating data, conducting research and providing consultancy services. Since then, the Institute has been the pioneer in imparting training in foreign trade management in the country besides undertaking research and consultancy in various areas of International Business. It is because of its all round achievements that the Institute was awarded the Deemed University status by University Grants Commission (UGC) in May, 2002 which has enabled Institute to award degrees and start its own doctoral programme.

The Institute enjoys close and enduring linkages with the Ministry of Commerce and Industry, Government of India and established ties with leading Industrial and Trading Houses and Academic Institutions both in India and abroad, which have made it the premier organization in India.

The Institute has emerged as a major Centre of International Business by aligning its teaching, research and training capabilities with its core vision over the years through its five academic Divisions, constantly striving to create academic excellence. Each Division caters to competency development in a specific area and contributes to the overall growth of the Institute.

The Graduate Studies Division (GSD) of the Institute has a portfolio of two-year Full time MBA (International Business), three year Part-time MBA (International Business) in Delhi and Kolkata Campus also in Dar-es-Salaam, Tanzania, Executive Post-Graduate Diploma in International Business, Executive Post-Graduate Diploma in Capital & Financial Markets and part-time Certificate courses in Export Management & Spanish language catering to the requirement of aspiring international business executives and mid-career professionals alike.

The over-whelming response to the two-year MBA (IB) continued with more than 35,000 applicants applying for 280 seats in the programme. The year 2010-11 witnessed 100% placement of two-year full time MBA (IB).

Research activities occupy a critical place at IIFT because of the institutional emphasis on a strong pervasive interface between research and training. It has also developed substantial consulting capacity in analysing international business situations and developing appropriate corporate strategies. Besides undertaking research sponsored by the Government and other national and international organizations, research activities were also undertaken in various areas at Institute's own initiatives. The Institute has also been successfully bidding for international projects and sometimes through collaborations with other Institutes from different countries.

Management Development Programmes (MDPs) Division of the Institute offers one of the most rewarding experiences to working executives. The Institute continued to introduce new MDPs in the area of Finance, Exports & Trade Operations, Stocks, Human Resource, IT and Software Management so as to empower its clientele with the dynamics of the international business developments. During the year under review, IIFT conducted 13 open programmes, 20 sponsored programmes and 2 collaborative programmes.

International Collaboration and Capacity Development (ICCD) Division of the Institute focuses on discovering and expanding horizons which have led it to establish international collaborations with the best in the field. The Institute introduced Capacity Development Programme which aims at providing academic exposure to IIFT faculty. Under this programme the faculty members are being sent to leading universities/institutions for higher level of academic exposure.

In 2011, the Institute created International Project Division (IPD) specially to implement the decision taken at the Indo-Africa Summit held in 2008 where various commitments were made by the Government of India in deepening the relations between India and African countries, particularly in economic sphere. Two action points involving IIFT in this regard are significant: (i) to set up IIFT like institution in Africa; and (ii) to conduct Capacity Building Programmes in the area of International

Business for African countries. International Project Division of the Institute has already drawn plan to establish India –Africa Institute of Foreign Trade (IAIFT) based on the model of IIFT. IAIFT is being set up at Kampala in Uganda.

IIFT Centre at Kolkata

The Kolkata Campus of the Institute, set up during 2006, is presently running from rented premises.

The Institute received the approvals from Kolkata Metropolitan Development Authority (KMDA) and approval of Business Plan from Kolkata Municipal Corporation (KMC). The Institute also received the administrative approval and expenditure sanction of the work from Department of Commerce, Government of India. The construction work of main campus has been awarded to M/s Ramky Infrastructure Ltd. with the time period of completion of 20 months.

Library

The Foreign Trade Library of IIFT is one of the largest of its kind in India. It is a vast knowledge bank with a collection of 999,638 resources that comprises books/CD-Volumes, periodicals. The library continuously enriches itself with publications from national and international organizations such as United Nations Agencies, ITC/UNCTAD/WTO, International Monetary Fund, World Bank, Export Promotion Councils, Commodity Boards. The "WTO Resource Centre" continues to provide information exclusively on WTO and related issues.

The collection in Kolkata library is fully automated with the facility of Online Public Access Catalogue and the bar-coded circulation system. The library is enriched with its virtual resources called the e-brary, is accessible round the clock. The resources are available through licensed databases like EBSCO, Proquest, Emerald, Blackwell, CMIE, JSTOR, ISI Emerging Markets, Indiastat, World Trade Online, IMF databases, OECD online, World Trade Atlas etc.

Hostel Facilities

The MBA (International Business) is a fully residential course. There is a separate wing for the girl students. Internet access is available in all hostel rooms. The Institute also has residential facilities for the participants of its Management Development Programmes.

Computer Centre

There are well equipped Computer Centres exclusively for the students and for training and research activities of the Institute. The computer centre for the students are open round-the-clock and have access to all IT facilities, including internet. The Institute has 8 mbps lease line to provide internet access to all the terminals. The network facilities have been extended to all possible places in the campus through wired and wireless devices. The class-rooms are equipped with LCD projectors and PCs for presentations.

IIFT, Kolkata Centre has a Computer Centre with 15 PCs available for all students. All services including internet, e-mail, database etc. available at Delhi Campus are provided at Kolkata through MPLS link.

Video Conference facilities are available between Delhi and Kolkata Campuses.

The Institute continued to bring out Foreign Trade Review (quarterly), Focus WTO (bi-monthly) in addition to various research papers.

The Institute has about 52 faculty members (including contractual Consultants) and about 125 supporting staff. The Institute faculty enjoys pay scale on IIM pattern as follows:

Professor	Rs.37400-67000+AGP Rs.10500
Associate Professor	Rs.37400-67000+AGP Rs.9500
Assistant Professor	Rs.15600-39100+AGP Rs.8000