VACANCY CIRCULAR FOR THE POST OF DIRECTOR, IIFT

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 Foreign Trade Management of the country and to increase exports by developing human resources; generating, analyzing and disseminating data; and conducting research. Through a judicious blend of training and research, the Institute has achieved high standards of excellence and occupies a unique position today, as a national institution on international business. The Institute has been granted the status of “Deemed University” in May, 2002.

An extract from the relevant provisions in the Memorandum of Association of IIFT regarding the manner of selection of the Director of the Institute, the job description/terms and conditions of appointment for the post of Director and a short informatory note on IIFT may be seen at Annexure-I, Annexure-II and Annexure-III respectively.

The post of Director of the Institute was earlier held by Sh. Prabir Sengupta who demitted office on 4.1.2007 on attaining the age of 65 years. On behalf of the Search Committee which has been duly constituted for recommending a panel of names for the post of Director, IIFT, applications are invited from the interested persons, who could be considered for appointment to the post.

Applications along with the complete bio-data may be forwarded so as to reach Sh. Anurag Saxena, Director, Department of Commerce (Tel 23063050; Fax : 23063418, 23062335; e-mail anurag.saxena@nic.in) at the latest by 5 February, 2007 positively.

(Surender Kumar Garg)
Under Secretary to the Government of India
18.01.07
ANNEXURE I

Relevant Provisions of Memorandum of Association of IIFT

DIRECTOR

The Director of the Institute shall be the whole time salaried officer of the Institute and shall be appointed by the President from a panel of three names suggested by a Search Committee. The composition of the Search Committee would be:

(i) A nominee of the President of the Institute
(ii) A nominee of the Department of Commerce, Government of India
(iii) A nominee of the Chairman, UGC.

Provided further that if the President does not approve of any of these persons so recommended, he shall call once more for a fresh panel.

The Director shall hold office for a term of 5 years. Provided that notwithstanding the expiry of the said period of 5 years, he can continue in office till his successor is appointed and assumes office, but not beyond six months.

Provided further that a person appointed as Director shall retire from office during the tenure of his office or extension thereof, if any, if he completes the age of 65 years.

If the office of the Director becomes vacant due to death, resignation or otherwise and in his 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 as the case may be, the existing Director resumes duties.

(i) The Director, shall be the Principal Academic and Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and implement the decisions of all the authorities of the Institute.

(ii) The Director, may, if he is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any Authority of the Institute under the Memorandum of Association and the Rules and Regulations/Bye-laws, take such action or proceed to take such action and shall report to the Board of Management on the action taken by him on such matters.
Provided that if the Board of Management is of the opinion that such action ought not to have been taken, it may refer the matter to the President 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 shall have the right to appeal against the action to the Board of Management within 30 days from the date on which such action is communicated to him and thereupon the Board of Management may confirm, modify or reverse the action taken by the Director.

(iii) The Director, shall be the Ex-officio Chairman of the Board of Management, the Academic Council and the Finance Committee.

(iv) It shall be the duty of the Director to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institute are duly observed and implemented and he shall have all the necessary powers in this regard.

(v) The Director shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the Institute.

(vi) All powers relating to the proper maintenance and discipline of the Institute shall be vested in the Director.

(vii) The Director shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.

(viii) The Director shall exercise all other powers as may be delegated to him by the Board of Management.

(ix) The Director shall have the power to re-delegate some of his powers to any of his subordinate officers with the concurrence and approval of the Board of Management.

(x) The Director shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.

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ANNEXURE II

JOB DESCRIPTION FOR THE POST OF DIRECTOR

The Indian Institute of Foreign Trade was set up by the Ministry of Commerce in 1963 to establish the skill and knowledge base for Indian Global vision. Since then the Institute has focused on creating excellence in International Business through corporate and policy research, education, training and consultancy. It was granted Deemed University status in May, 2002.

The Institute’s campus spread over 6 acres of land situated in the vicinity of JNU and IIT and overlooking the open and historical Qutub Minar, provides an ideal environment for academic excellence.

With a judicious blend of training and research, the Institute has achieved high standards of excellence in occupying a unique position today, as the national institution on International Business. It now ranks among the top 10 B schools in India and provides Degrees in MBA (International Business).

The Institute’s portfolio of training programmes caters to the requirements of executives and mid career professionals on various facets of international business. About 40 short term management development courses are conducted every year covering a wide space of management activities. The training programme for dissemination of knowledge about WTO has become particularly popular among Central and State Government Officials. Research occupies a critical position in IIIT’s spectrum of activities because of emphasis on a strong and pervasive interface between research and teaching. Research Projects have been successfully completed for Central and State Government Organizations, industry bodies as well as multilateral institutions. A Centre for WTO Studies is also now functioning and is engaged in research on WTO related trade issues for providing policy inputs to the Government and the industry.

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 term of Director will be for a period of five years subject to an age limit of 65 years.

Model Terms & Conditions of Service of Director
(As approved by the Board of Management on 28.11.2003)

1. Pay and Allowance

(i) The Director shall be entitled to draw pay of Rs. 25,000/- per month (fixed).

(ii) 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. 25,000/- 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 rules and his last pay drawn will shall be protected upon a maximum of Rs. 26,000/-.  

(iii) In case a serving Government servant is appointed as Director on deputation, he shall be entitled to opt for the pay of Rs. 25,000/- or for deputation allowance at the rates prescribed by the Government from time to time.

2. Dearness/City Compensatory/Traveling Allowance/Leave Travel Concession/Home Town benefits. Etc.

He will be entitled to DA/CCA/TA/LTC/Home Town Allowances/concession as per the rules of the Institute. However, his traveling entitlement will be as applicable to the Secretary to GOI.

3. Residential Accommodation

He shall be entitled for 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, if a person appointed as Director had earlier superannuated while in Government service, he shall be entitled to encashment of earned leave only up to the extent his encashment of 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 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.

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ANNEXURE III

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; generating; analyzing and disseminating data; and conducting research. The Institute was granted Deemed University status in May, 2002.

With a judicious blend of training and research, the Institute has achieved high standards of excellence in occupying a unique position today, as the national institution on international business. It now ranks among the top 10 B-Schools in India and provides Degrees in MBA (International Business).

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:

- Two-year MBA (International Business), New Delhi and Dar-es-Salaam.
- Three-year MBA (International Business) (Evening), New Delhi.
- Eighteen Months Executive Masters in International Business, New Delhi and Dubai.
- Four months Certificate Course in Export Marketing, New Delhi and Guwahati
- Post Graduate Diploma in International Trade, Dar-es-Salaam.

The Institute also regularly organizes Management Development Programmes (MDPs) catering to the needs of Business Professionals and Entrepreneurs. Besides, customized in-house training programmes for the corporate, trade facilitating agencies and government officials are also conducted.

Research occupies a critical position in IIFT’s spectrum of activities because of institutional emphasis on a strong and pervasive interface between research and training. The maintain the cutting edge in its training programmes, IIFT undertakes research in areas of relevance to the industry and policy-makers. The Institute has to its credit numerous market surveys commodity studies and policy research conducted on behalf of the Central and State Government organizations, industry bodies as well as multilateral
institutions. The Institute has so far carried out more than 600 research studies and surveys. A Centre for WTO Studies is also now functioning and is engaged in research on WTO related trade issues for providing policy inputs to the government and industry.

Campus

IIFT’s campus is one of the best campuses, amongst the top ranking business schools in India. Located in the Qutab Institutional Area and situated in the close vicinity of JNU and IIT, the campus spreading over 6 acres of land and overlooking the green ridge and historical Qutab Minar, provides an ideal environment for academic excellence.

The facilities available on the campus include, fully air-conditioned lecture halls with modern audio visual aids, conference halls for round-table conferences, an auditorium of 500 seating capacity, MDP Centre, three computer centres, indoor games, sports ground, besides excellent residential facilities for the students.

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 facilitates for the participants of its Management Development Programmes.

Library Facilities

One of the largest of its kind in the developing world, with a holding of around 70,000 volumes and subscribing to 700 journals with complete on-line cataloguing, the Library, is a veritable storehouse of information. Besides being an invaluable place of reference to industry, research scholars and students alike, the Library has a unique collection of publications of FAO, IMF, OECD, UNCTAD, UNCTC, World Bank and other international agencies. The student has access to databases like the NIC, CMIE, India Trades, World Bank Indicators and other audio-visual aids on management. The Institute has set up a WTO Resource Centre in the Library to focus exclusively on WTO issues. WTO Resources Centre in the Library is the only of its kind in India, which enhances the utility of IIFT Library further. Besides, the main Library, there is a Library-cum-Reading Room open round the clock situated in the hostel.

Computer Facilities

The Institute has state-of-the-art three Computer Centers with Local Area Network comprising 8 servers (Sun, IBM, Compaq and HP) and 200 Pentium
nodes (P-II, P-III and P-IV). The software applications are Solaris, Novell Netware, Windows 2000/NT/98, Lotus Domino, SPSS, Oracle, Developer 2000, Java, etc. The other facilities include 24 hours internet access through 1 mbps leased line, access to national/international databases, in-house publishing facilities, LCD/Plasma Screen Projection Systems, etc. One computer centre exclusively meant for the students for the Institute with 40 computer terminals is open round the clock with all facilities.

Publications

The Institute's research work is published in the form of study reports, monographs status papers, etc. for wider dissemination among the business community, Government Departments and academia. The Institute published Quarterly Journal, Foreign trade Review. In addition, the Institute also publishes Quarterly Newsletter, Technology Exports and a bi-monthly Magazine, Focus WTO.

The Institute is bringing out an Occasional Paper series, laying major emphasis on providing research-based inputs on current issues relating to international trade, finance and marketing.

The Institute has about 35 regular faculty members and about 100 supporting staff. The Institute faculty enjoys pay scales on IIM pattern as follows:

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