



भारतीय विदेश व्यापार संस्थान
INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)

Autonomous body under, Department of Commerce, Ministry of Commerce &

Advt No. – Advt./ NT/ Con. / Del./ 14 / 2026

Engagement of Consultant (Accounts) 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 Consultant (Accounts) on a contract basis.

Position : Consultant (Accounts)

Number of Positions: One (1)

Consolidated Emolument: - The candidate will be paid a consolidated salary of Rs.1, 00,000/- to 1, 30,000/- per month depending upon the experience and qualification of the candidate. Higher salary may be offered to deserving candidates

Age: Should be minimum 35 years and not more than 62 years on the last date of receipt of the application.

Duration: The appointment will be purely on a contract basis for a fixed period not exceeding 3 years, renewable on year-on-year basis. The tenure can be extended depending on the performance of the candidate and the requirements of the Institute.

Link for online application – https://docs.iift.ac.in/recruit/solo.asp?jcode=Con_Accs.Sep2026

Last Date to apply online – 30.09.2026

Key Responsibilities:

This post holder will be required to perform the day-to-day work of Finance Division of the Institute as mentioned below:

1. Preparing ITR and resolving any tax-related issues
2. Preparation of Financial statements, bank reconciliation etc.
3. Coordination with Internal auditors, Statutory Auditors, CAG Audit etc.
4. Filing of GST returns and resolving matters related to GST & other taxes

Essential Qualification, Experience & Skill Requirements:

1. CA/ CMA/ MBA (Finance)
2. A minimum of 8-year experience of working in a similar position in Higher educational Institute/ Institute of repute/PSU/Corporate of repute.
3. Good command of the English language (both written and spoken)
4. The applicant must have a working knowledge of computer applications and packages.

5. Sound knowledge of GeM & GFRs Any other functions or additional duties that may be assigned by the head of the institute from time to time.	Desired work experience: Hands-on expertise in statutory compliance, tax filings (ITR/GST), audit coordination (CAG/statutory), financial reporting, and bank reconciliations using tools like Tally/ERP. Familiarity with government procurement (GeM/GFRs).
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General Rules and Regulations:

- Selected candidates will have to join duty immediately upon receipt of the offer.
- Fulfilment of conditions of educational qualification and experience shall not necessarily entitle any applicant to be called for further process of recruitment.
- 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 by e-mail to appear for the test or interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.

-S/d-

(Gaurav Gulati)

Registrar, IIFT