

ANNEXURE-II

JOB DESCRIPTION FOR THE POST OF VICE CHANCELLOR, IIFT

The Vice Chancellor 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 Vice Chancellor is 70 years. However, the **incumbent shall** be eligible for re-appointment for one more term.

Terms&ConditionsofServiceofVice Chancellor

(As approved by the Board of Management as 25.03.2010)

1. Pay & Allowances

The Vice Chancellor 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 Vice Chancellor 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 Vice Chancellor 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 Vice Chancellor 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 dependent 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. In case he/she is availing car facilitation from IIFT, transfer of allowance will not be allowed as per rules.
5. **Leave:** He shall be governed by the Leave Rules of the Institute. However, if a person appointed as Vice Chancellor 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 Vice Chancellor 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 Vice Chancellor appointed after retiring from the Government shall not be eligible for any Gratuity/Death/Retirement Gratuity.

