Indian National Academy of Engineering

The Indian National Academy of Engineering (INAE), founded in 1987, comprises India’s most distinguished engineers, engineer-scientists and technologists covering the entire spectrum of engineering disciplines. INAE functions as an apex body and promotes the practice of engineering and technology and the related sciences for their application to solving problems of utmost national importance. Activities of the Academy include programmes on issues of technology and technology policy, research studies/projects, issues relating to technical education, fellowships, awards, etc.

The Academy is looking for a suitable person to fill position of Deputy Executive Secretary in the pay scale of Rs 37,400–67,000 with grade pay Rs 8700 in PB-4.

The Deputy Executive Secretary will provide a supporting role to the Executive Secretary in his duties that include interaction with the Governing Council and the Fellowship of the Academy, overseeing and coordinating the day-to-day activities, administration and the publications of the Academy.

**Qualifications and experience:** An engineer with a degree in Engineering or Technology, below 55 years of age who has at least 15–20 years experience in general management in an engineering, technical or Government organization. Post graduate degree in Engineering/Technology or Management would be preferred. It is essential that the applicant has engineering and technological accomplishments of a high order; has adequate computer knowledge and internet literacy and also have excellent human relations and communication skills. Should also have good knowledge of overall scientific and technological community and activities in the country. Experience in management of financial resources would be an added qualification.

The above position will be Delhi based. Candidates may send their applications with complete bio-data along with latest photograph, and attested copies of Degree certificates to the Executive Secretary, Indian National Academy of Engineering, 6th Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi 110 016. Last date of receipt of application is 15 May 2011.