

## 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 the following positions.

- (1) **Research Officer** (Pay scale Rs 15,600–39,100 in PB-3 with Grade Pay Rs 6600) – 2 Posts  
The Research Officer/Senior Research Officer will be responsible for assisting in Research Studies, Engineering Forums and other technical related activities. In addition, the officer is expected to review technologies of interest independently.

**Qualifications and experience:** Masters degree in Engineering with preference for Doctorate in any discipline, below 45 years of age, with minimum five to ten years experience in an Academia/R&D/Industry organization. The candidate should be conversant with various computer languages and must have excellent communication skills and a flair for writing.

The emoluments will be based on the qualification and experience of the candidate.

- (2) **Assistant Grade I** (Pay scale Rs 5200–20,200) in PB-1 with Grade Pay Rs 2000) – 1 Post  
He/she will assist the Manager (Finance & Accounts) in day-to-day carrying out of various responsibilities, viz. checking of vouchers, making minute sheets/notings, making bank reconciliation statements and closing monthly statement of accounts.

**Qualification and experience:** Bachelors Degree from a recognized university in Commerce, below 35 years of age with minimum 3–5 years experience in the account section of Private/Public Sector/Government organizations. He/she should have knowledge of computer and computer based accounting software with preference for Tally.

- (3) **Assistant Grade II** (Pay scale Rs 5200–20,200) in PB-1 with Grade Pay Rs 1900) – 1 Post  
He/she will be responsible to carry out day-to-day office work in INAE Office, particularly dealing with various cases of important nature.

**Qualification and experience:** Bachelors Degree from a recognized university in Arts/Science/Commerce, below 40 years of age with 3–5 years experience in Private/Public Sector/Government organizations. He/she should be computer savvy, should have a typing speed of 30 wpm and working knowledge in MS word, Excel and Access.

All positions will be Delhi/Gurgaon based. Candidates may send their applications with complete bio-data along with latest photograph and attested copies of Degree Certificates to **The Executive Director**, Indian National Academy of Engineering, 6th Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi 110 016. Last date of receipt of application is **30 July 2013**.