



सह वीर्य करवावहै

**THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS  
(IETE)**

Tel: 24631810 & 43538821, Fax: 24649429, e-mail: [sec.gen@iete.org](mailto:sec.gen@iete.org)

**REQUIRES  
Deputy Secretary**

**Consolidated Emoluments:** Rs. 40,000/- (approx)

**Qualification:** BE/BTech in Electronics/Telecommunication/Computer Science (Engg)/IT or equivalent degree or MSc(Physics with Electronics) professional experience of at least 10 years out of which 3 years in a Senior Position.

**Desirable:** P G Diploma in Management.

**Age:** 40 years and above.

**Job Description:** To assist Secretary General in day-to-day administrative work, to carry out staff work of routine nature, Accountable and responsible for efficient functioning, creation and maintenance of infrastructure and management of EDP activities. Persons with experience in HR Management, General Administration/Maintenance and having worked in EDP environment will be preferred. He/she should be fluent in working with MS Office.

**Controller of Examinations**

**Consolidated Emoluments:** Rs. 40,000/- (approx)

**Qualification:** BE/BTech in Electronics/Telecommunication/Computer Science (Engg)/IT or equivalent degree or MSc(Physics with Electronics) professional experience at least 10 years out of which 3 years in teaching or as Registrar of an Educational Institution.

**Desirable:** M/Tech in Electronics/Telecom/ Computer Science/IT.

**Age:** 40 years and above

**Job Description:** Responsible for controlling the examination activities e.g. setting and processing of question papers, interaction with academia, maintenance of database, moderation, proof reading, printing and dispatch of question papers to various exam centre and other activities connected with conduct of examinations. He/she should be fluent in working with MS Office.

**Please apply by 20 Jan 2010**

**Applications are to be sent as per prescribed proforma given below.**

**Applications not sent as per proforma shall be rejected.**



7. Experience (starting from most recent employment. Attach extra sheet)

	<b>Organisation/ Company</b>	<b>Year (from-to)</b>	<b>Designation</b>	<b>Profile of work</b>
(a)				
(b)				
(c)				
(d)				
(e)				
(f)				
(g)				
(h)				
(j)				
(k)				
(l)				

8. What are your strength and weaknesses (please attach sheet)

9. Telephone no(s) with STD code

Mobile No.

email ID

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(Signature of the Candidate)