

## Advertisement for the Post of Secretary General

### **Organization**

Institution of Electronics and Telecommunication Engineers (IETE) was registered as registered society in 1953 under Society Registration Act. The Institution is managed by the Governing Council and has its own Byelaws, Rules and Regulations. The Institution is engaged in its professional activities such as dissemination of technical knowledge in related engineering disciplines and conducting examinations & certification through its 63 Centres spread across the country and overseas for courses like DipIETE, AMIETE and ALCCS. Details about the Institution can be found on our website [www.iete.org](http://www.iete.org).

### **Post**

Job Title: Secretary General  
Duty Station: New Delhi  
Terms of Appointment: On contract basis for three years (Renewable on mutually accepted terms)

### **Job Requirement**

Secretary General is responsible to the IETE and to IETE Governing Council through its elected President and is the Executive Head of IETE Headquarters. He is required to perform the functions of Non-Member Secretary of the IETE Governing Council, General Administration, Management of Examination, Public relations, Organization of Conferences and co-ordination work of IETE Centers activities etc. He is required to have interaction with Govt agencies, industries, universities & should have knowledge of marketing & Industry oriented courses to generate revenue for the Institution financial matters. He should have also dealt with financial matters & budget preparation etc.

### **Qualification**

Essential: BE (Telecom, Electronics, Comp Science, IT) or MSc (Physics with Electronics), AMIETE (ET, CS & IT) and other equivalent.  
Preference: MTech/MBA.

### **Experience**

20 year professional experience out of which at least 5 years in senior managerial Position, working in organization which conduct professional/business courses for the industries, or in Government, PSUs, Public Ltd companies, Senior Officers of Defence & Para Military Forces, University Registrar or executive position in an NGO with knowledge of Government rules connected with Education and Societies, Finance and HRD.

**Age:** 45 years and above but below 65 years

### **Remuneration**

Consolidated emoluments of Rs 75,000/- p.m. plus perquisites as per rules of the Institution.

The application should be addressed to President IETE, 2, Institutional Area, Lodi Road, New Delhi - 110 003 and sent by Post only. The application should reach IETE HQ latest by 31 Oct 2017. For any queries, please contact on Ph. 43538821/22/23.