

THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS
(IETE)

2, Institutional Area, Lodhi Road, New Delhi 110003
Tel: 43538821/23, Fax: 24649429, e-mail: sec.gen@iete.org
REQUIRES

Controller of Examinations (CoE)

Consolidated emoluments: 45,000/- (approx)

Essential qualifications: BE/BTech/AMIETE in Electronics Engg., Telecommunications Engg., Computer Science Engg./or Information Technology or equivalent degree and with professional experience of at least 10 years out of which 3 years in teaching or as Registrar of an academic institution. MTech in Telecom/Electronics/Computers/IT, Post graduate diploma in the relevant field desirable.

Age: 40 yrs 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 IETE examination Centres and other activities connected with conduct of examinations. He/she should be fluent in working with MS Office.

Assistant Secretary

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

Essential Qualifications: Post graduate diploma in the relevant field like Public Relations, Mass Communication etc with 7 yrs of experience in relevant field. BE/ B.Tech/AMIETE in Electronics/Telecom with professional experience of at least 7 years Membership desirable.

Age: 35 yrs and above.

Job Description: To assist Secretary General in discharging the responsibilities of managing day-to-day students administration, corporate, organizational membership, conduction of examinations, publication of journals, preparation of agenda and minutes of the Governing Council/Committees, follow up actions on the decision taken, general administration/maintenance with EDP environment. Knowledge of SAP desirable.

Technical Officer (Exams)

Emoluments: Rs. 35,000/- (approx)

Essential Qualifications: BE/BTech in Electronics/Telecommunication with professional experience of at least 5 years. PG in any field desirable.

Age: 30 yrs and above.

Job Description: To assist Asst Secretary in discharging the responsibilities of managing day-to-day students administration, corporate, organizational membership, conduction of examinations, publication of journals, preparation of agenda and minutes of the Governing Council/Committees, follow up actions on the decision taken, general administration/maintenance with EDP environment. Knowledge of SAP desirable.

Data Entry Operator-cum Clerk Grad II-cum-steno-typist GD-II

Emoluments: Rs. 15,000/- (approx)

Essential Qualifications: Graduate & course in computer, proficient in use of application packages with 3 years experience. Knowledge of stenography desirable.

Age: 25 yrs and above.

Job Description: To assist day-to-day work with Assistant Secretary related to all computers and officials works.

Please apply by 17 Jan 2012

**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)

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

8. Please describe yourself in approx. 100 words.

9. What are your strength and weaknesses.

10. Telephone no(s) with STD code

Mobile No.

email ID

(Signature of the Candidate)