



## The Institution of Engineers (India)

8, Gokhale Road, Kolkata 700020

www.ieindia.org

The Institution, the largest professional body of engineers and technologists in the country, invites applications in the prescribed format available on our website for the following position in All India Cadre :

### **EXECUTIVE (TECHNICAL)**

**No. of Post : 01**

#### **Eligibility Criteria**

The applicant must be an Engineering Graduate from a reputed recognised Institute/University with minimum 5 years of experience in academic or industrial field, dealing with the issues related to Engineering and Technology with sound knowledge of computer. Higher academic achievements/technical authorship will be an added qualification.

#### **Application Format: ANNEXURE-A**

**Age :** Applicant should be below 45 years of age as on 01 April 2025.

**Salary :** IEI Pay Scale/Pay Level 10 (Rs.56,100 - Rs.1,77,500) with all other allowances applicable to IEI.

**Location :** IEI Headquarters, Kolkata

**General :** (i) Age limit and post-qualification experience to be reckoned as on **01 April 2025**; age is relaxable by 3 years for deserving candidates as per rule. (ii) Incumbents are transferable to any place in India. (iii) The incumbent selected for the post may be assigned different responsibility if the situation so demands in the interest of the Institution of Engineers (India). (iv) The candidates applying for the above post may note that suppression or distortion of any facts of age, qualification or experience may lead to rejection of the candidature at any stage of selection process or termination of service (if selected) without assigning any reason thereof. (v) Any canvassing in support of their candidature may lead to disqualification. (vi) IEI deserves the right to decide the number of vacancies appropriately or to close the process of selection without assigning any reason. (vii) Application without supporting documents in support of age, qualification and experience will be rejected.

### **APPLICATION PROCESS**

The applicant shall submit the application (in MS Word format only) latest by **21 April 2025** in the prescribed format by e-mail to THE SECRETARY & DIRECTOR GENERAL and two sets of hard copies of the application have to be posted to the following address in an envelope superscribing "**Application for the post of Executive (Technical)**". Application sent only by Email will be summarily rejected.

The Secretary & Director General  
The Institution of Engineers (India)  
8, Gokhale Road, Kolkata 700020  
Email ID : careers@ieindia.org



7. Educational Qualifications :

| Degree | College / University / Institution | Year of Joining | Year of Leaving | Percentage of Marks | Class / Division |
|--------|------------------------------------|-----------------|-----------------|---------------------|------------------|
|        |                                    |                 |                 |                     |                  |
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|        |                                    |                 |                 |                     |                  |

8. Professional Training (not leading to a degree) :

9. Employment Records and Experience (Attach a separate sheet if necessary):

| Name and Address of Organization | Designation with Job Description | Dates |    | Period       | Salary | Field of Experience |
|----------------------------------|----------------------------------|-------|----|--------------|--------|---------------------|
|                                  |                                  | From  | To | Year & Month |        |                     |
|                                  |                                  |       |    |              |        |                     |
|                                  |                                  |       |    |              |        |                     |
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|                                  |                                  |       |    |              |        |                     |
|                                  |                                  |       |    |              |        |                     |

10. Statement of Objectives: (Use separate sheets)

(A) Please indicate as to why you wish to join Institution of Engineers (India).  
(Up to 200 words)

(B) How in your opinion do you meet the job requirements as advertised?  
(Up to 200 words)

11. Names and Addresses of **two Referees** (at least one of them should be familiar with your recent work):

|                        | Referee 1 | Referee 2 |
|------------------------|-----------|-----------|
| Name                   |           |           |
| Occupation or Position |           |           |
| Address                |           |           |
| Phone No.              |           |           |
| Mobile No.             |           |           |
| e-mail                 |           |           |
| Fax No.                |           |           |

12. Details of relationship (if any) with Council Member of IEI / employee working at IEI :

(i) Name :

(ii) Associated with IEI as :

(iii) Relationship :

13. List of Attachments:

Self attested photocopies of certificates/testimonials in proof of

(i) Date of Birth

(ii) Qualification

(iii) Experience

**Note: Incomplete and/or erroneous applications are likely to be summarily rejected. If any query is not applicable to you, please write NA against it.**

14. **Declaration:** I hereby declare that I have carefully read and understood all the instructions of the Advertisement and that all entries in this form as well as the attachments are true to the best of my knowledge and belief. If at any point of time it is found that incorrect information has been furnished by me or there has been suppression of fact by me regarding age, qualification or experience, my candidature shall be summarily rejected or if in the employment, this shall be terminated immediately.

Date : \_\_\_/\_\_\_/\_\_\_\_\_/

Place : \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

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The candidate should send their application IN THE PRESCRIBED FORMAT ONLY in an envelope super-scribing clearly “**APPLICATION FOR THE POST OF EXECUTIVE (TECHNICAL)**” with all relevant enclosures and this must reach the following address on or before **21 April 2025** :

The Secretary & Director General  
The Institution of Engineers (India)  
8, Gokhale Road, Kolkata 700020