



The Institution of Engineers (India)

8, Gokhale Road, Kolkata 700020

www.ieindia.org

The Institution, the largest professional body of engineers in the country, invites applications in the prescribed format available on our website for the following position on contractual basis:

ASSISTANT DIRECTOR (ADMINISTRATION)

No. of Post : 01

Eligibility Criteria:

The applicant must be Graduate with MBA in HR or equivalent, both from reputed recognised Institute/University with minimum 10 years of experience in HR/Industrial Relations. Preference will be given to candidates with experience in handling legal matters.

Application Format: APPENDIX-I

Age : Applicant should be below 45 years of age as on **01 Jan 2026**

Salary : Consolidated pay of **Rs 83,000/-** per month with 3% Annual Performance Linked Increment

Tenure : 5 Years

Location : IEI Headquarters, Kolkata

General : (i) Age limit and post-qualification experience to be reckoned as on **01 Jan 2026**; 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 responsibilities 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 **31st Jan 2026** (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 contractual post of Assistant Director (Administration)**”). 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



Application No. (to be filled by the office) _____

The Institution of Engineers (India)
8, Gokhale Road, Kolkata - 700020

APPLICATION FORM**FOR THE POST OF ASSISTANT DIRECTOR (ADMINISTRATION)**

Location : IEI Headquarters, Kolkata

1. Name in Full:
(Pl. underline surname)

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2. Name of Father :

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3. Personal status: ☐ Married ☐ Single ☐ Male ☐ Female

4. Mailing Address:

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Mobile No.:

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5. Date of Birth :

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6. Nationality :

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7. Present Employment :

| | |
|--------------------------|--|
| Designation | |
| Organization | |
| Date ofJoining | |
| Salary | |
| Total monthly emoluments | |
| Main Responsibilities | |

8. Educational Qualifications :

| Class-X, Class-XII & Degree(s) | College / University / Institution | Year of Joining | Year of Leaving | Percentage of Marks | Class / Division |
|--------------------------------------|---------------------------------------|-----------------------|--------------------|------------------------|---------------------|
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9. Professional Training (not leading to a degree) :

10. 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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11. 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)

12. 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. | | |

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

(i) Name :

(ii) Associated with IEI as :

(iii) Relationship :

14. List of Attachments:

Self attested photocopies of certificates / testimonials in proof of

(i) Date of Birth (Class-X Certificate / Admit Card)

(ii) Qualification

(iii) Experience

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

15. **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 two sets of hard copies of the application IN THE PRESCRIBED FORMAT ONLY in an envelope superscribing clearly “**APPLICATION TO THE CONTRACTUAL POST OF ASSISTANT DIRECTOR (ADMINISTRATION)**” with all relevant enclosures to reach the following address essentially on or before **31 Jan 2026:**

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