



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 (FINANCE)

Eligibility Criteria

The candidate should be a qualified Chartered Accountant (CA) from “The Institute of Chartered Accountant of India” and minimum five years post qualification experience as on 01.06.2021 preferably in maintenance of Accounts, Budgetary Control, Final Accounts, Expenditure Accounting, Revenue Accounting, Statutory Compliance, Auditing, Income Tax, GST matters, Working Capital Management, Financial Planning, Agenda and Minutes etc. The Candidate would also be required to produce a Certificate of Membership of The Institute of Chartered Accountant of India.

Application Format : ANNEXURE-A

Age : Applicant should be below 45 years of age.

Nature of Appointment : The appointment will be on contractual basis for a period of two years and may be extended for similar period on satisfactory performance.

Salary : Consolidated monthly remuneration of **Rs.62,500/-** including all allowances.

Location : IEI Headquarters, Kolkata

APPLICATION PROCESS

The applicant shall submit the application (in MS Word format only) latest by **25 June 2021** 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 (Finance)**”.

The Secretary & Director General

The Institution of Engineers (India)

8, Gokhale Road, Kolkata 700020

Email ID : sdg@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 EXECUTIVE (FINANCE) ON CONTRACTUAL BASIS

Location : IEI Headquarters, Kolkata

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

Paste a
passport size
recent photo

2. Name of Father :

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

4. Mailing Address :

Pin :

e-Mail id : _____

Mobile No.:

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Landline No.:

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Permanent
Address :

Pin :

5. Date of Birth :

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6. Nationality :

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6. Present Employment :

Designation	
Organization	
Date of Joining	
Salary	
Total monthly emoluments	
Main Responsibilities	

7. Educational Qualifications :

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

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		

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 photo copies 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 TO THE POST OF EXECUTIVE (FINANCE) ON CONTRACTUAL BASIS**” with all relevant enclosures and this must reach the following address on or before **25 June 2021** :

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