



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 :

SECRETARY & DIRECTOR GENERAL

ROLE

The Secretary & Director General is the Chief Executive Officer of the Institution and is responsible for overall Administration and Management of the Headquarters as also for coordinating the functions of all Centres, Overseas Chapters and Peripheral Bodies of the Institution. The position requires deep involvement and capacity to shoulder diverse nature responsibilities for effective management and control of the Institution and cooperation with various other National and International professional bodies, interacting with the Government and other statutory institutions, service to the Members at large and also the legal and constitutional matters wherever necessary. The SDG reports to the President of the IEI and is accountable to the Council of IEI and is bound by the provisions of Bye-Laws of the Institution.

PROFILE

The incumbent must have a high profile background and outstanding leadership qualities with excellent communicational and motivational skills to be able to ensure dynamism and sustained growth at the Institution, in order to optimally promote the overall interest of the Institution. The candidate must be at least an Engineering Graduate with more than 20 years experience (out of which at least 10 years in senior management position) in some professional/industrial organization/Private or Public Undertaking/Govt. Organisation of repute. He should preferably be a Corporate Member of the Institution.

It is preferred that the candidate holds a PG Degree/Diploma in Management field with focus on corporate management or HR.

APPLICATION FORMAT : ANNEXURE-A

Age : Applicant should normally be below 58 years of age (relaxation in case of exceptional candidates). The appointment will be on contractual basis for a period of five years, as per usual terms and conditions.

CTC : Rs 24 Lakhs per annum and free semifurnished accommodation (Negotiable for exceptional candidates).

Location : IEI Headquarters, Kolkata

APPLICATION PROCESS

The applicant shall submit the application (in MS Word format only) latest by **10th April 2026** in the prescribed format by e-mail to THE CHAIRMAN, SEARCH COMMITTEE FOR 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 Secretary & Director General, IEI”.

The Chairman, Search Committee for Secretary & Director General and Director-ESCI

C/o Secretary & Director General

The Institution of Engineers (India)

8, Gokhale Road, Kolkata 700020

Email ID : search.committee@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 SECRETARY & DIRECTOR GENERAL

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	
PB, GP / Scale of pay, Pay Level	
Present Pay	
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):

(A) Employment Records:

Name and Address of Organization	Designation with Job Description	Dates		Period	PB, GP/Scale of Pay, Pay Level with Last salary drawn	Field of Experience
		From	To	Year & Month		

(B) Experience:

Technical:

Managerial:

Academic:

10. Membership of Professional Bodies:

Name of Body	Status of Membership : (Life / Annual)	National / International

11. Professional achievements:

(a) Recognition and Awards:

(b) Institutional Building:

12. Vision Statement for IEI (in 500 words):

13. Publications:

14. Special contribution/achievements, if any:

15. 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)

16. 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.		

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

(i) Name :

(ii) Associated with IEI as :

(iii) Relationship :

18. 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.

19. **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 SECRETARY & DIRECTOR GENERAL**” with all relevant enclosures and this must reach the following address on or before **31st March 2026**:

The Chairman
Search Committee for Secretary & Director General
C/O Secretary & Director General
The Institution of Engineers (India)
8, Gokhale Road, Kolkata 700020