

## **IChE (NRC)**

### **Vacancy for Director Administration**

**Qualification:** Graduate/Post graduate preferably chemical engineering or any other engineering discipline.

**Experience :** In addition to professional experience, candidate should have experience of 5 years or more in administration.

**Age :** Preferably between 55-65 years.

**Job Duties :** The incumbent will be responsible for the following:

- Assist the Executive Committee (EC) in all activities of IChE (NR) which include organization of seminar, meetings, plant visits, distribution of scholarship, etc.
- Liaison with IChE Head Quarter student chapters in the region.
- Maintenance of establishment including building and all physical facilities.
- Security, property tax, electricity and water supply.
- Manage investment of surplus funds under guidance of Treasurer/EC

**Office Time :** 10 AM to 3 PM, Monday to Saturday.

**Term of Employment:** First term will be of three years extendable for a period at the discretion of EC.

**Emoluments:** Fixed lump sum amount of Rs. 50,000/- per month. Reimbursement of telephone expenses upto Rs. 600/- per month. There will be no other payment except the actuals related to office work.

Eligible candidate may send their bio-data alongwith contact details to Chairman, IChE (NRC) [snand1@rediffmail.com](mailto:snand1@rediffmail.com)