



भारतीय राष्ट्रीय अभियांत्रिकी अकादमी Indian National Academy of Engineering

Ground Floor, Block-II, Technology Bhavan, New Mehrauli Road, New Delhi- 110016

भूतल, ब्लॉक-II, प्रौद्योगिकी भवन, न्यू महारौली रोड, नई दिल्ली-110016

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लेफ्टिनेंट कर्नल शोभित राय (सेवानिवृत्त)/ Lt Col Shobhit Rai (Retd.)

बी.टैक (मकै.), एम.टैक (बायो मेडि.)

B.Tech (Mech), M.Tech (Bio Med)

उप-कार्यकारी निदेशक/ Deputy Executive Director

NOTICE FOR CONTRACTUAL APPOINTMENT FOR **“INFOSYS FOUNDATION-INAE PROJECT”**

The Indian National Academy of Engineering (INAE), founded in 1987 and an autonomous professional body partly funded by grant-in-aid by DST, comprises India's most distinguished engineers, engineer-scientists and technologists covering the entire spectrum of engineering disciplines. INAE functions as an apex body and promotes the practice of engineering & technology and the related sciences for their application to solving problems of utmost national importance. Activities of the Academy include programmes on issues of technology and technology policy, research studies/projects, issues relating to technical education, fellowships, awards etc.

INAE is looking for a suitable person to fill the following vacancies on contractual basis for the Infosys Foundation-INAE Project which is funded through the Corporate Social Responsibility (CSR) route: -

1. Name of the post: Project Manager- Project Accounting and Execution (One post)

(a)	Educational Qualification	
	(i) Mandatory	(i) Bachelor's Degree (ii) Minimum 3-5 years of experience in accounting/ project management and execution. (iii) Demonstrated experience in implementing and managing educational or technical projects.
	(ii) Desirable	ICWA/ CA (level 2) Good knowledge in IT
(b)	Technical Requirements	1. Accounting and Budget Management: <ul style="list-style-type: none">○ Proficiency in accounting tools like Tally for budget tracking, financial record-keeping, and generating expense reports.○ Basic understanding of financial management principles, including budget forecasting and reconciliation. 2. Project Management Tools: <ul style="list-style-type: none">○ Proficiency in project management software and Capability to create project plans, track milestones, and manage deliverables. 3. Proficiency in MS Office Suite and Familiarity with data visualization tools (e.g., Microsoft Power BI or Tableau)

		<p>4. Communication and Collaboration Tools:</p> <ul style="list-style-type: none"> ○ Experience in using communication tools (e.g., Microsoft Teams, Zoom, or WebEx) for team coordination and virtual meetings. <p>5. Execution Skills:</p> <ul style="list-style-type: none"> ○ Ability to monitor project progress and troubleshoot delays. ○ Proficiency in risk assessment, resource allocation, and budget management. <p>6. Additional Competencies:</p> <ul style="list-style-type: none"> ○ Analytical thinking and problem-solving skills. ○ Strong interpersonal and organizational skills for stakeholder coordination. <p>7. Shall involve intermittent travel.</p> <p>8. The appointment shall be based at Delhi NCR</p>
(c)	Age	Preferably below 35 years as on 28 Feb 2025.
(d)	Remuneration	<ul style="list-style-type: none"> • Base Salary: ₹6,00,000 per annum. • Performance-Based Incentives: Up to ₹2,00,000 per annum, based on individual and project performance metrics. • Higher remunerations can be considered for suitable candidate.

2. Name of the post: Project Manager – Project Management and Technical Support (One post)

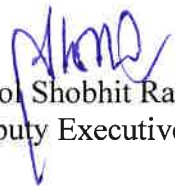
(a)	Educational Qualification	
	(i) Mandatory	<p>(i) Bachelor's Degree in IT preferred</p> <p>(ii) Minimum 2-4 years of experience in handling projects and technical support, software tool implementation and IT operations</p> <p>(iii) Experience in supporting or managing digital platforms for educational or project-based systems.</p>
	(ii) Desirable	MBA/ Equivalent/ Certification in project management, or related areas
(b)	Technical Requirements	<p>1. Systems Integration:</p> <ul style="list-style-type: none"> ○ Experience in integrating tools like Microsoft Suite with project management. ○ Knowledge of API integration for seamless tool interoperability. <p>2. Project Management Tools:</p> <ul style="list-style-type: none"> ○ Proficiency in project management software. ○ Capability to create project plans, track milestones, and manage deliverables. <p>3. MS Office Suite Proficiency</p> <p>4. Technical Support and Operations:</p> <ul style="list-style-type: none"> ○ Troubleshooting issues related to project management platforms communication tools. ○ Ensuring uptime and smooth operations of digital tools used for the mentorship program.

		<p>5. Additional Competencies:</p> <ul style="list-style-type: none"> ○ Strong analytical and problem-solving abilities. ○ Effective team collaboration and communication skills. <p>6. Shall involve intermittent travel.</p> <p>7. The appointment shall be based at Delhi NCR</p>
(c)	Age	Preferably Below 35 years as on 28 Feb 2025.
(d)	Remuneration	<ul style="list-style-type: none"> • Base Salary: ₹6,00,000 per annum. • Performance-Based Incentives: Up to ₹2,00,000 per annum, based on individual and project performance metrics • Higher remunerations can be considered for suitable candidate.

Common terms for the contract appointment:

The contract shall be valid for eleven months with provision to be revised after evaluating his or her performance. The appointment will be based in Delhi/NCR. Candidates may send their applications as per the "Application Format" with their complete bio-data along with latest photograph by e-mail inaehq@inae.in duly addressing Deputy Executive Director, Indian National Academy of Engineering, Ground Floor, Block-II, Technology Bhavan, New Mehrauli Road, New Delhi-110 016. While sending the bio-data, the subject of e-mail should be properly mentioned as "Application for the post of _____ (fill up as the case may be)". The nominated candidate will be asked to submit his/her proof of qualification and experience certificates.

Last date of receipt of application is 28 Feb 2025.


(Lt Col Shobhit Rai (Retd))
Deputy Executive Director
29 Jan 2025

Application Format

I hereby certify that the below mentioned information is true to the best of my knowledge-

1.	Post(s) applied for	:	
2.	Name	:	
3.	Gender	:	Male/Female
4.	Age & Date of birth	:	
5.	Marital Status	:	
6.	Contact Details	:	Address: Mobile: Email:
7.	Educational Qualification	:	From 12 th onwards

(Certificates of claims shall be requested to be submitted by the shortlisted candidates)

Qualification	Year Passed	Institution/University	% Marks obtained/CGPA

8. Total Work Experience :

Period of Service		Appointment	Name of Organisation with address	Brief details of the post
From	To			

9. Last Pay Drawn with details :

10. Brief CV : To be attached

11. References (if any)

Date:

Signature