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 महरौली रोड, नई दिल्ली–110016
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लेफ्टिनेंट कर्नल शोभित राय (सेवानिवृत्त)/ **Lt Col Shobhit Rai (Retd.)**
बी.टैक (मकै.), एम.टैक (बायो मैडि.)
B.Tech (Mech), M.Tech (Bio Med)
उप–कार्यकारी निदेशक/ *Deputy Executive Director*

NOTICE FOR CONTRACTUAL APPOINTMENT FOR
"INFOSYS FOUNDATION-INAE (CEEE) PROJECT"

The Indian National Academy of Engineering (INAE), founded in 1987 and is registered under the Societies Registration Act 1860 and is an autonomous professional body located at Technology Bhawan, New Delhi, 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 suitable person to fill the following vacancies purely on contractual basis for the Infosys Foundation-INAE (CEEE) Project which is funded through the Corporate Social Responsibility (CSR) route:

1. **Name of the post: Project Associate- Accounting (One post)**

(a)	Educational Qualification	
	(i) Mandatory	(i) Bachelor's Degree in Finance/ Accounting (ii) Minimum 2 years of experience in handling accounting/ finance (iii) Proficiency in Microsoft Suite (Excel, Power Point) and accounting tools such as Tally for budget tracking, financial record-keeping and report generation.
	(ii) Desirable	ICWA/ CA (level 2/ Inter) Good knowledge in IT

(b)	Technical Requirements	1. **Project Management Tools**:
		    o Proficiency in project management software and Capability to create project plans, track milestones, and manage deliverables.
		
		2. **Proficiency in MS Office Suite** and Familiarity with data visualization tools (e.g., Microsoft Power BI or Tableau)
		
		3. **Communication and Collaboration Tools**:
		    o Experience in using communication tools (e.g., Microsoft Teams, Zoom, or WebEx) for team coordination and virtual meetings.
		
		4. **Execution Skills**:
		    o Ability to monitor project progress and troubleshoot delays.
		    o Proficiency in risk assessment, resource allocation, and budget management.

		5. **Additional Competencies**:
		o Analytical thinking and problem-solving skills. o Strong interpersonal and organizational skills for stakeholder coordination. 6. Shall involve intermittent travel. 7. The appointment shall be based at Delhi NCR
(c)	Age	No bar
(d)	Remuneration	8. Base Salary: Rs. 7 – 9 Lakh per annum. 9. Higher remunerations can be considered for suitable candidate.

2. Name of the post: Project Associate – Technical (One post)

(a)	Educational Qualification	
	(i) Mandatory	(i) Bachelor's Degree in IT (BCA/ BSc IT) or B.Tech. in IT/Computer Science (ii) Minimum 2 Years of experience in handling projects and technical support/ IT Operations (iii) Proficiency in Microsoft Suite, especially Excel and Power Point;
	(ii) Desirable	MCA/ M Tech

(b)	Technical Requirements	1. **Systems Integration:**
		    o Experience in integrating tools like Microsoft Suite with project management.
		    o Knowledge of API integration for seamless tool interoperability.
		2. **Project Management Tools:**
		    o Proficiency in project management software.
		    o Capability to create project plans, track milestones, and manage deliverables.
		3. **MS Office Suite Proficiency**
		4. **Technical Support and Operations**:
		    o Troubleshooting issues related to project management platforms communication tools.
		    o Ensuring uptime and smooth operations of digital tools used for the mentorship program.
		5. **Additional Competencies**:
		    o Strong analytical and problem-solving abilities.
		    o Effective team collaboration and communication skills.
		6. Shall involve intermittent travel.
		7. The appointment shall be based at Delhi NCR

(c)	Age	No bar
(d)	Remuneration	8. Base Salary: Rs. 6 – 7 Lakh per annum. 9. Higher remunerations can be considered for suitable candidate.

3. Name of the post: Project Associate- Management (One post)

(a)	Educational Qualification	
	(i) Mandatory	(i) Bachelor's Degree (ii) Minimum 2 years of experience in handling projects (iii) Expert level skills in Microsoft Suite with focus on Excel and Power Point. (iv) Excellent drafting skills and Typing speed @35 wpm
	(ii) Desirable	MBA/ Equivalent/ Certification in project management or related areas with excellent knowledge in IT
(b)	Technical Requirements	1. **Project Management Tools**: o Proficiency in project management software and Capability to create project plans, track milestones, and manage deliverables. 2. **Proficiency in MS Office Suite** and Familiarity with data visualization tools (e.g., Microsoft Power BI or Tableau) 3. **Communication and Collaboration Tools**: o Experience in using communication tools (e.g., Microsoft Teams, Zoom, or WebEx) for team coordination and virtual meetings. 4. **Execution Skills**: o Ability to monitor project progress and troubleshoot delays. o Proficiency in risk assessment, resource allocation, and budget management. 5. **Additional Competencies**: o Analytical thinking and problem-solving skills. o Strong interpersonal and organizational skills for stakeholder coordination. 6. Shall involve intermittent travel. 7. The appointment shall be based at Delhi NCR
(c)	Age	No bar
(d)	Remuneration	8. Base Salary: Rs. 6 – 7 Lakh per annum. 9. Higher remunerations can be considered for suitable candidate.

Common terms for the contract appointment:

The contract shall be valid for eleven months with a provision of revision after evaluating his or her performance. The appointment will be based in Delhi/NCR. Interested candidates may submit their duly filled applications as per the "Application Format" along with their complete bio-data **via e-mail to** administration@inae.in , addressed to the 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 clearly as the case may be)"**. The selected candidate will be required to produce original certificates and documentary proof of qualifications and experience prior to joining. The appointment on contract shall be valid subject to the positive outcome of Police Verification.

The date of joining shall be in Nov/Dec 2025 based on mutual agreement.

Last date of receipt of application is 20 Oct 2025**.**

(Lt Col Shobhit Rai (Retd))
Deputy Executive Director
08 Oct 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 12th 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**