



# भारतीय राष्ट्रीय अभियांत्रिकी अकादमी

## Indian National Academy of Engineering

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

भूतल, ब्लॉक-II, प्रोटोगिकी भवन, न्यू महरौली रोड, नई दिल्ली-110016

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लेफिंटेन्ट कर्नल शोभित राय (सेवानिवृत्त)/Lt Col Shobhit Rai (Ret.)

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 VARIOUS PROJECTS AT INAE**

The Indian National Academy of Engineering (INAE), founded in 1987 and is registered under the Societies Registration Act 1860, located at Technology Bhavan, 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, international affairs etc.

INAE is looking for suitable person to fill the following vacancies purely on contractual basis: –

- For the INAE - Infosys Foundation (Centre for Engineering Education Excellence), Project funded through the Corporate Social Responsibility (CSR) route:

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

(a)	Educational Qualification  (i) Mandatory	<ul style="list-style-type: none"><li>(i) Bachelor's Degree in Finance/ Accounting</li><li>(ii) Minimum 2 years of experience in handling accounting/ finance</li><li>(iii) Proficiency in Microsoft Suite (Excel, Power Point) and accounting tools such as Tally for budget tracking, financial record-keeping and report generation.</li></ul>
	(ii) Desirable	ICWA/ CA (level 2/ Inter) Good knowledge in IT
(b)	Technical Requirements	<ol style="list-style-type: none"><li>1. <b>Proficiency in MS Office Suite</b> and Familiarity with data visualization tools (e.g., Microsoft Power BI or Tableau)</li><li>2. <b>Communication and Collaboration Tools:</b><ul style="list-style-type: none"><li>o Experience in using communication tools (e.g., Microsoft Teams, Zoom, or WebEx) for team coordination and virtual meetings.</li></ul></li><li>3. <b>Additional Competencies:</b><ul style="list-style-type: none"><li>o Analytical thinking and problem-solving skills.</li><li>o Strong interpersonal and organizational skills for stakeholder coordination.</li></ul></li><li>4. Shall involve intermittent travel.</li><li>5. The appointment shall be based at Delhi NCR</li></ol>
(c)	Role and Responsibilities	<ol style="list-style-type: none"><li>1. Accounting related job of CEEE Project</li><li>2. Submission of Utilisation Certificates/ Documents</li><li>3. Compilation of finance related data</li><li>4. Prepare reports, proposals, and follow-up communications.</li><li>5. Monitoring project expenditures and budgets to prevent overspending and ensure compliance.</li></ol>

		6. Maintaining of Budget/ Expenditure statement 7. Any other task, as assigned
(d)	Age	Up to 40 Years* as on last day of submission of application i.e. 15 Feb 2026
(e)	Remuneration	1. Emoluments: Rs. 60,000/- per month (consolidated) 2. Higher remunerations can be considered for suitable candidate. 3. Paid leave of absence @1.5 days for each completed month in addition to weekly off on Saturdays and Sundays.

\* Age relaxation can be considered for the suitable candidate

2. For the operations of membership drive initiatives, outreach activities, and business development support:

**Name of the post: Project Associate - Membership (One post)**

(a)	Educational Qualification  (i) Mandatory	(i) Bachelor's Degree in Any Discipline  (ii) Candidates should be dynamic and willing to travel  (iii) Proficiency in Microsoft Suite, especially Excel and Power Point with good command of English (written and verbal);
	(ii) Desirable	MBA and have prior experience in business development / sales / marketing.
(b)	Technical Requirements	1. <b>Proficiency in MS Office Suite</b> and Familiarity with data visualization tools (e.g., Microsoft Power BI or Tableau) 2. <b>Communication and Collaboration Tools:</b> <ul style="list-style-type: none"><li>o Experience in using communication tools (e.g., Microsoft Teams, Zoom, or WebEx) for team coordination and virtual meetings.</li></ul> 3. <b>Additional Competencies:</b> <ul style="list-style-type: none"><li>o Strong analytical and problem-solving abilities.</li><li>o Effective team collaboration and communication skills.</li></ul> 4. Shall involve intermittent travel. 5. The appointment shall be based at Delhi NCR
(c)	Role and Responsibilities	1. Assist & lead in expanding the membership base by engaging with prospective members, promoting the organization's value proposition, and supporting business development initiatives. 2. Assist in planning and executing membership drive activities. 3. Identify, approach, and engage potential members. 4. Promote membership benefits through presentations, meetings, and written communication. 5. Support business development efforts and relationship management. 6. Coordinate with internal teams to ensure smooth onboarding of new members. 7. Prepare reports, proposals, and follow-up communications. 8. Travel as required for outreach, meetings, and events. 9. Any other task, as assigned
(d)	Age	Up to 40 Years* as on last day of submission of application i.e. 15 Feb 2026
(e)	Remuneration	1. Emoluments: Rs. 55,000/- per month (consolidated) 2. Higher remunerations can be considered for suitable candidate. 3. Paid leave of absence @1.5 days for each completed month in addition to weekly off on Saturdays and Sundays.

\* Age relaxation can be considered for the suitable candidate

3. For the activities related to International Council of Academies of Engineering and Technological Sciences (CAETS) Energy Community and International Affairs –

**Name of the post: Principal Project Associate (One post)**

(a)	Educational Qualification (i) Mandatory	(i) Ph.D. or Master's Degree in Energy Systems / Renewable Energy / Electrical Engineering / Power Engineering / Environmental Engineering / Sustainability / Applied Sciences or a related discipline. (ii) Expert level skills in Microsoft Suite with focus on Excel and Power Point. (iii) Excellent drafting skills
	(ii) Desirable	Experience of Minimum 2 – 4 years in research coordination, international collaboration, or energy-related project management. Experience with multilateral or government-linked organizations preferred.
(b)	Technical Requirements	1. <b>Proficiency in MS Office Suite</b> and Familiarity with data visualization tools (e.g., Microsoft Power BI or Tableau) 2. <b>Communication and Collaboration Tools:</b> <ul style="list-style-type: none"> <li>○ Experience in using communication tools (e.g., Microsoft Teams, Zoom, or WebEx) for team coordination and virtual meetings.</li> <li>○ Strong analytical and organizational abilities.</li> </ul> 3. <b>Execution Skills:</b> <ul style="list-style-type: none"> <li>○ Ability to monitor project progress and troubleshoot delays.</li> <li>○ Proficiency in risk assessment, resource allocation, and budget management.</li> </ul> 4. <b>Additional Competencies:</b> <ul style="list-style-type: none"> <li>○ Analytical thinking and problem-solving skills.</li> <li>○ Strong interpersonal and organizational skills for stakeholder coordination.</li> <li>○ Ability to manage multiple tasks, coordinate with senior professionals, and work independently with minimal supervision.</li> </ul> 5. Shall involve intermittent travel. 6. The appointment shall be based at Delhi NCR
(c)	Role and Responsibilities	1. Assist in the formulation of project work plans, and proposals. 2. Tracking day-to-day progress against milestones and ensuring activities align with the overarching approach. 3. Coordination and communication with foreign academies 4. Collecting and analysing the data to prepare high-quality quarterly and annual progress reports for donors and stakeholders. 5. Organizing international seminars, workshops, and steering committee meetings, as applicable. 6. Managing travel arrangements, visas, and security clearances for project staff and consultants. 7. Maintaining physical and digital archives of project documentation, agreements, and official correspondence. 8. Monitoring project expenditures and budgets to prevent overspending and ensure compliance. 9. Serving as a focal point for communication between the committee, its members, and other stakeholders 10. Drafting Minutes of meeting, briefing notes, talking points, presentations and assisting in report drafting. 11. Managing project visibility through website updates and social media content to highlight achievements 12. Any other task, as assigned

(d)	Age	Up to 40 Years* as on last day of submission of application i.e. 15 Feb 2026
(e)	Remuneration	<ol style="list-style-type: none"> <li>1. Emoluments: Rs. 60,000/- per month (consolidated)</li> <li>2. Higher remunerations can be considered for suitable candidate.</li> <li>3. Paid leave of absence @1.5 days for each completed month in addition to weekly off on Saturdays and Sundays.</li> </ol>

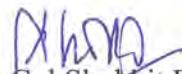
\* Age relaxation can be considered for the suitable candidate

#### **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](mailto: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 Mar/Apr 2026 based on mutual agreement.

Last date of receipt of application is 15 Feb 2026.

  
 (Lt Col Shobhit Rai (Retd))  
 Deputy Executive Director

 14 January 2026

## **Application Format**

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

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

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

<b>Qualification</b>	<b>Year Passed</b>	<b>Institution/University</b>	<b>% Marks obtained/CGPA</b>

**8. Total Work Experience :**

<b>Period of Service</b>		<b>Appointment</b>	<b>Name of Organisation with address</b>	<b>Brief details of the post</b>
<b>From</b>	<b>To</b>			

**9. Last Pay Drawn with details :**

**10. Brief CV :**                           **To be attached**

**11. References (if any)**

**Date:**

**Signature**