



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 मैडि.)

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

उप-कार्यकारी निदेशक/Deputy Executive Director

ADVERTISEMENT FOR CONTRACTUAL APPOINTMENT UNDER VARIOUS PROJECTS AT INAE

The Indian National Academy of Engineering (INAE), founded in 1987 and registered under the Societies Registration Act 1860, is located at Technology Bhavan, New Delhi. The Academy 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 invites applications from eligible and qualified candidates for the following positions purely on contractual basis: –

1. 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) Bachelor's Degree in Finance/ Accounting from recognized University/ Institution
(i) Essential	(ii) Minimum 2 years of relevant 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)/ MBA (Finance & Accounts) Knowledge of financial software like Tally, ERP systems, and digital reporting tools
(b) Technical Requirements	1. Communication and Collaboration Tools: <ul style="list-style-type: none">○ Experience in using communication tools (e.g., Microsoft Teams, Zoom, or WebEx) for team coordination and virtual meetings. 2. Additional Competencies: <ul style="list-style-type: none">○ Analytical thinking and problem-solving skills.○ Strong interpersonal and organizational skills for stakeholder coordination. 3. Familiarity with PFMS & GeM 4. Shall involve intermittent travel. 5. The appointment shall be based at Delhi NCR
(c) Role and Responsibilities	1. Accounting related job of CEEE Project 2. Submission of Utilisation Certificates/ Documents 3. Compilation of finance related data 4. Payroll / NPS Management 5. Prepare reports, proposals, and follow-up communications.

		<ol style="list-style-type: none"> 6. Monitoring project expenditures and budgets to prevent overspending and ensure compliance. 7. Maintaining of Budget/ Expenditure statement/ Preparing of Balance Sheet & Income and Expenditure Account etc. 8. Any other task, as assigned
(d)	Age	Up to 50 Years* as on last day of submission of application i.e. 20 May 2026
(e)	Remuneration	<ol style="list-style-type: none"> 1. Emoluments: Maximum up to Rs. 55,000/- per month (consolidated & negotiable, based on experience and last pay drawn) 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 role of General Administration:

Name of the post: Project Associate - Administration (One post)

(a)	Educational Qualification	<ol style="list-style-type: none"> (i) Bachelor's Degree in Any Discipline from recognized University/ Institute (ii) Minimum 3 years of relevant experience in administration in academic institutions, government organizations, autonomous bodies, or any reputed establishments (Govt. / Private) (iii) Proficiency in Microsoft Suite, especially Excel and Power Point with good command of English (written and verbal) and should possess a typing speed of not less than 35 wpm in English;
	(i) Mandatory	
	(ii) Desirable	Postgraduate Degree/Diploma in Management / Public Administration / Office Administration or related field
(b)	Technical Requirements	<ol style="list-style-type: none"> 1. Proficiency in MS Office Suite and Familiarity with CANVA/ Power BI etc. 2. Additional Competencies: <ul style="list-style-type: none"> o Strong analytical and problem-solving abilities. o Effective team collaboration and communication skills. 3. Familiarity with government/academic administrative procedures, file movement, and record management systems will be an advantage. 4. Ability to multitask and meet deadlines 5. Shall involve intermittent travel. 6. The appointment shall be based at Delhi NCR
(c)	Role and Responsibilities	<ol style="list-style-type: none"> 1. Managing general administration and office operations 2. Coordinating travel and logistics arrangements for officials, and guests/ delegates, including booking of air/rail tickets, accommodation, and local conveyance etc. 3. Hands-on experience in GeM procurement, including bid creation, comparison, and order processing 4. Organizing and managing transport/vehicle arrangements during conferences, meetings, workshops, and official visits 5. Assisting in the planning and execution of academic events, seminars, conferences, and official functions 6. Drafting and processing official correspondence, including letters, office notes, vouchers etc. 7. Managing official communications, including emails, records, files, and documentation in both physical and digital formats 8. Liaising with vendors and service providers for timely execution of administrative tasks etc. 9. Any other task, as assigned

(d)	Age	Up to 35 Years* as on last day of submission of application i.e. 20 May 2026
(e)	Remuneration	<ol style="list-style-type: none"> 1. Emoluments: Maximum up to Rs. 45,000/- per month (consolidated & negotiable, based on experience and last pay drawn) 2. 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	<ol style="list-style-type: none"> (i) Ph.D. in Energy Systems / Renewable Energy / Electrical Engineering / Power Engineering or a related discipline. (ii) Experience related to softwares specific to statistical analysis in Energy Engineering Domain (iii) Expert level skills in Microsoft Suite with focus on Excel and Power Point and Excellent drafting skills
	(i) Mandatory	
	(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	<ol style="list-style-type: none"> 1. Proficiency in MS Office Suite and Familiarity with data visualization tools (e.g., Microsoft Power BI or Tableau) 2. Communication and Collaboration Tools: <ul style="list-style-type: none"> o Experience in using communication tools (e.g., Microsoft Teams, Zoom, or WebEx) for team coordination and virtual meetings. o Strong analytical and organizational abilities. 3. Execution Skills: <ul style="list-style-type: none"> o Ability to monitor project progress and troubleshoot delays. o Proficiency in risk assessment, resource allocation, and budget management. 4. Additional Competencies: <ul style="list-style-type: none"> o Analytical thinking and problem-solving skills. o Strong interpersonal and organizational skills for stakeholder coordination. o Ability to manage multiple tasks, coordinate with senior professionals, and work independently with minimal supervision. 5. Shall involve intermittent travel. 6. The appointment shall be based at Delhi NCR
(c)	Role and Responsibilities	<ol style="list-style-type: none"> 1. Work in close co-ordination with experts in the field of Energy for preparation of high-quality reports. 2. Assist in the formulation of project work plans, and proposals. 3. Tracking day-to-day progress against milestones and ensuring activities align with the overarching approach. 4. Coordination and communication with foreign academies 5. Collecting and analysing the data to prepare high-quality quarterly and annual progress reports for stakeholders. 6. Be part of team for organizing international seminars, workshops, and steering committee meetings, as applicable. 7. Co-ordinate travel arrangements, visas, and security clearances for delegates. 8. Maintaining physical and digital archives of project documentation, agreements, and official correspondence.

		<p>9. Monitoring project expenditures and budgets to prevent overspending and ensure compliance.</p> <p>10. Serving as a focal point for communication between the committee, its members, and other stakeholders</p> <p>11. Drafting Minutes of meeting, briefing notes, talking points, presentations and assisting in report drafting.</p> <p>12. Managing project visibility through website updates and social media content to highlight achievements</p> <p>13. Any other task, as assigned</p>
(d)	Age	Up to 45 Years* as on last day of submission of application i.e. 20 May 2026
(e)	Remuneration	<p>1. Emoluments: Maximum up to Rs. 1,00,000/- per month (consolidated & negotiable, based on experience and last pay drawn)</p> <p>2. Paid leave of absence @1.5 days for each completed month in addition to weekly off on Saturdays and Sundays.</p>


* 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/ 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-110016". 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 Jun/ Jul 2026 based on mutual agreement.

Last date of receipt of application is 20 May 2026.


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

 Apr 2026

Application Format

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

(Certificates of claims shall be required to be submitted by the shortlisted candidates before final joining)

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

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