

QUALITY COUNCIL OF INDIA

2nd Floor, Engineers Building, Bahadur Shah Zafar Marg
New Delhi-110002

RECRUITMENT FOR THE POST OF SECRETARY GENERAL

Search-cum-selection committee invites applications for the post of Secretary General (01). The details of the post are as under:

Essential	<p><u>Qualification:</u> Degree in a professional discipline such as Engineering or Medicine or Post Graduation in any Science, Management, Economics; or Social Science.</p> <p><u>Experience:</u> At least 20 years of work experience (at least 5 years' experience as CEO of an institution, Board level Director of PSU, in the pay scale of Joint Secretary Rank in Central Government) with a proven track record of working very closely with industry and government on the subject of quality, standards, conformity assessment and running a national quality movement and risk management with respect to certification and accreditation. Knowledge of GFR, Financial Management, HR and administration would be added qualification.</p>
Desirable	Experience in administration preferably of heading an organization and leading a team.
Method of recruitment, tenure	By direct recruitment for a period of three years, preferably not above 57 years of age on the date of advt.
Competencies required	<ul style="list-style-type: none">▪ Leadership and team development – evidence of leading teams▪ International Exposure▪ Ability to lead and guide the CEOs for preparation of policy papers on accreditation as inputs to government / regulators▪ Ability to establish networking within government / regulators and industry / business associations▪ Communication and presentation skills▪ Decision making ability▪ Evidence of having handled administrative and financial functions
Starting CTC per annum	Rs.43.5 lakhs

To apply by direct recruitment:

Interested candidates fulfilling the eligibility criteria are requested to submit the application in duplicate by post in the prescribed proforma available on QCI website.

Nominations for the post

Nominations are invited from reputed Professionals / Organizations for the post of Secretary General. The nominations can only be forwarded by the Head of Institution / Organisation / Industry of repute of eligible candidates on the letter head of the organization / professional body, enclosing the latest CV in the prescribed proforma along with a 250 words summary of the suitability of candidate for the said post. Nomination without the 'summary' may not be entertained.

In each of the case above, the envelope should be superscribed as 'APPLICATION / NOMINATION FOR THE POST OF SECRETARY GENERAL' to, Quality Council of India, 2nd Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi-110002.

Last date for receipt of application / nomination

The closing date for receipt of application / nomination in QCI is August 31, 2017 by 5:00 pm.

Notes:

1. Persons already in employment / Government job should route their applications through proper channel along with NOC from the present employer.
2. Applying for the post and merely fulfilling the eligibility criteria does not confer the right to be called for interview.
3. Only shortlisted candidates will be called for the interview.
4. Canvassing in any form would disqualify the candidature.
5. Vigilance clearance would be required from parent institution.

Joint Director (Incharge Admn)