

**QUALITY COUNCIL OF INDIA
NEW DELHI**

POST SPECIFIC DETAILS (Technical Post)

Position	Accreditation Officer, NABCB
No. of Post	(3 posts; 1 each in accreditation activities for Certifications, Inspections and GHG/Environment)
Nature of Post	Regular
Nature of Engagement	Regular / Initially on contract for 2 years (regularization shall be subject to evaluation by Cadre Review Committee)
Starting Annual CTC (in lakh)	Rs.12.5/-
Age	Upto 35 years (on closing date) (Age of Superannuation 60 years)
Minimum Qualification	Bachelor's Degree in Engineering or Technology / Master's in Science / Master's in Quality Management or equivalent (full-time) from a recognized institute / university in sector(s) relevant for industry / conformity assessment
Desirable Qualification	Master's in Engineering or Technology / Ph.D. in Science (full-time) from recognized institute/ university in sector(s) relevant for industry / conformity assessment
Essential Experience	<ul style="list-style-type: none"> • Minimum 4 years after acquiring essential qualification in Government / Regulatory Bodies / Industry / PSUs, Certification / Inspection Bodies in a structured system • Experience in standardization / regulatory / accreditation / certification, inspection or GHG validation/verification, certification schemes such as for aerospace, sustainability, carbon credits, recycling, industrial automation etc. and/or quality assurance activities; • Experience in implementation and/or assessment experience in standards for certification, inspection, or validation / verification bodies such as ISO/IEC 17020, ISO/IEC 17021-1, ISO/IEC 17024, ISO/IEC 17065, ISO/IEC 17029, ISO 14065, various other certification, inspection, validation/verification standards & schemes etc.

Competencies	<ul style="list-style-type: none">• Having knowledge or understanding in the Quality Management Systems, Conformity Assessment, Standards, and Regulations / schemes of various regulatory bodies, Accreditation, Certification / Inspection / GHG Validation & Verification standards (ISO/IEC & other national / international standards) and processes, including NABCB accreditation process.• Ability to conduct research or prepare technical documents on accreditation and other technical areas for NABCB.• Ability to network with relevant stakeholders.• Excellent Inter-personal, communication & presentation, problem-solving skills• Proficiency in working on laptops/ computers/software & knowledge of IT systems• Report writing abilities
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