



**THE INSTITUTION OF ELECTRONICS AND
TELECOMMUNICATION ENGINEERS (IETE)**
2, Institutional Area, Lodi Road, New Delhi-110 003
website: www.iete.org

**Advertisement for the Posts of Deputy Secretary, Assistant Secretary (IT Support) and
Assistant Secretary (Admin)**

The Institution of Electronics and Telecommunication Engineers (IETE) is a Professional Society under Society Registration Act 1953. The Institution is managed by the Governing Council and has its own Byelaws, Rules and Regulations. The Institution is engaged in professional activities such as conducting examinations & imparting technical education spread across sixty three Centres in the country and overseas.

Applications for the above Delhi based positions are invited.

1. Post: Deputy Secretary: ONE position

Qualifications: B.E./B.Tech./AMIETE – Computer Science Engineering (or) Information Technology (or) Electronics and Telecommunication Engineering (or) Any other professional degree with a proven professional experience of not less than 10 years out of which at least 3 years in a senior managerial position.

Age: Not less than 40 years.

Remuneration: Not below Rs. 45,000/- per month (Consolidated) & is negotiable for the deserving candidates.

Terms of Appointment: On contract basis and the appointment is renewable on mutually accepted terms, based on the performance.

2. Post: Assistant Secretary (IT Support): ONE position

Qualifications: B.E./B.Tech./AMIETE – Computer Science Engineering (or) Information Technology (or) Electronics and Telecommunication Engineering (or) Any other degree along with certifications in Cyber Security, Computer Networking, Web Design & Development, Data Base management, etc., with a proven professional experience of not less than 7 years.

Age: Not less than 35 years

Remuneration: Not below Rs. 40,000/- per month (Consolidated) & is negotiable for the deserving candidates.

Terms of Appointment: On contract basis and the appointment is renewable on mutually accepted terms, based on the performance.

3. Assistant Secretary (Admn.): TWO positions

Qualifications: Any graduate/post graduate having 7 (or) more years of experience in Computer based Office administration along with good knowledge of office management tools such as CANVA & writing software like MS Office.

Age: Not less than 35 years.

Remuneration: Not below Rs. 40,000/- per month (Consolidated) & is negotiable for the deserving candidates.

Terms of Appointment: On contract basis and the appointment is renewable on mutually accepted terms, based on the performance.

Last Date of Submission- Before 10 January 2023.

The Applications should be sent by e-mail to **sec.gen@iete.org** and cc to **president@iete.org**.

Date: 30 December 2022