

VACANCY FOR DEPUTY SECRETARY (ADMN)

Indian Roads Congress (IRC) is engaged in preparation of Standards, Specifications, Codes of Practices, Manuals, State-of-Art Reports, Standard Designs of Bridges, besides handling IRC Publications and Journals. IRC is also offering Consultancy for special assignments entrusted to it by Organizations like Ministry of Road Transport & Highways, Ministry of Rural Development and Planning Commission. It also organizes national events, like Annual Session, Seminar, Workshops, Council Meetings.

IRC is required to fill up one post of Deputy Secretary (Admn) in the Pay Band of Rs.15600-39100 with Grade Pay of Rs.7600 (TE: Rs.42808/-). The total emoluments indicated against the position is at the initial basic pay including HRA@ 40% of basic pay plus Dearness Pay + Transport Allowance.

Applications from Ex-serviceman of Defence Forces having Post Graduate Degree and experience of 25 years in the field of Administration, are invited from the retired officers of Defence Forces of around 50 years of age.

The applicants should have flair for writing reports on technical administrative issues and possess attributes pertaining to academics and research. Working knowledge of Computer (MS-Office) is desirable. Applicants with higher qualifications and experience could be considered for additional increments.

IRC has an open mind to fill up the above post from really talented and experienced Ex-serviceman. The post would be on regular basis. The Dearness Allowance and other allowances are as per Central Government rules, besides the HRA payable at the rate of 40% of basic pay. Retirement age is 60 years in IRC with pension/ Gratuity Benefit as per rules of IRC. Leave encashment is also permissible as per rules. Basically all Central Govt. rules are being followed by IRC. Total emoluments would, however, be subject to extant rules relating to pensionary benefits of ex-serviceman. Deserving candidates could be considered for higher initial emoluments.

General Information: (i) The completed applications addressed to **Secretary General, Indian Roads Congress, Kama Koti Marg, Sector 6, R.K. Puram, New Delhi – 110 022** alongwith two passport size photographs and attested photocopies of certificates/testimonials should reach this Office, through registered post, on or before 20th March, 2010 (ii) Persons re-employed in Government/semi-Government/Autonomous Organizations should send their applications through proper channel, so as to reach this office, before the last date. Incomplete applications and those received after the last date will be summarily rejected and no further correspondence will be entertained. (iii) Only short-listed candidates **shall be invited for interview before the Selection Committee** and no TA/DA shall be admissible. (iv) The IRC reserves the right to cancel any or all applications without assigning any reason.
