

INDIAN INSTITUTE OF METALS

"Metal House", Plot 13/4, Block AQ, Sector V,
Salt Lake, Kolkata-700091

Indian Institute of Metals (registered under section 8 of Companies Act) is looking for a dynamic and experienced administrative-management professional to serve as its Secretary General, who effectively is the Chief Operating Officer of the Institute. The position is located at the head office of The Institute at Kolkata and has tenure of five years but renewable after every five year period subject to the maximum age limit of 70 years. He/she reports to the President and the Council of The Institute. The person should possess at least a Bachelor's Degree in Engineering or a Post Graduate Degree in Science (Physics/Chemistry) with adequate experience in serving in a reputed industry, R&D organization or academic institution in the country. A formal degree/PG diploma in Management is a desirable qualification. Interested candidates **not below the age of 50 years** may apply through post/e-mail on or before 31 Dec 2017.

The detailed advertisement and address where the application is to be sent are available at <http://www.iim-india.net>.

President

DETAILS

About 'The Indian Institute of Metals' (IIM):

Established in 1946 and registered under section 8 of the Companies Act, IIM is a premier professional body of India in the field of Metallurgy and Materials Engineering. The Institute has provided a dynamic platform to professionals from a vast canvas of Industries, Academia and Research & Development organisations from the Government and Private Sector to pursue engineering and technology issues in metallurgy, materials engineering and related fields. The Institute has over 12,000 members and 53 affiliate Chapters across the country.

Additional qualification requirements and job details are as follows.

1. **Experience:** Minimum work experience of 20 years in an industry/ company/ institute/ consulting firm (as employee or employer), in which five years should be in a managerial (or administrative) position. The candidate should be well aware of functioning of companies, government and corporate rules & regulations, including major legal conventions and practices in the country (in matters related to education, purchase, travel and general administration), and should be an effective communicator in English in all forms of

communications.

2. **Minimum Age:** 50 years as on 31 December 2017.
3. **Tenure:** five years contract basis, renewable after every five year depending on performance evaluation, but not beyond 70 years.
4. **Reporting:** The Institute (IIM) is governed by The National Council headed by the President who is supported by three Vice Presidents, other office bearers and Council members. The position reports to the President of The Institute along with three Vice Presidents and through them to the Council (Board). A team of experienced professional staff members report to the S.G. Joint Secretaries, Controller of Examinations and Treasurers of the Institute administratively report to the Secretary General.
5. **Total emoluments:** consolidated amount will be up to Rs 75,000 including all allowances depending on the credentials and performance of the candidate in the interview.
6. **Termination:** The President through the Institute Council has the right to terminate the services of the Secretary General for any reason by giving one month notice.
7. **Nature of duties: see below**
 - a. The SECRETARY GENERAL will function as the 'Chief Operating Officer' of The Institute and the Council, and report to the President. He/she will carry out his duties under the direction of the Council and the supervision and control of the Apex Council chaired by the President, three Vice Presidents and the immediate past President.
 - b. He/she will be responsible to carry out all related functions as well as perform all duties of the Secretary as defined in the 'Memorandum and Articles of Association' of the Institute and would endeavour to enhance the image and the functioning of the Institute. He will coordinate with the council and the Chapters with imagination and robust communications skills to promote and enhance the objectives of the Institute.

As per the M O U, the duties shall include, but not limited to, the following :

- c. To conduct the correspondence of the Institute and of the Council and to sign all notices, papers and letters emanating from the Institute and carry on all other ministerial work of the Institute under the directions and subject to the control of the Council.
- d. To manage the day to day activities of the Institute in association with the General Manager and supervision of responsibilities of all employees; administrative functioning including sanction of leave, pay and work execution of every employee.
- e. To remain accountable for financial planning/expenditure, monitoring and reporting to the Apex Committee and the Council.
- f. To invite Members to act on Committees or Sub-Committees on the advice of available Members of the Council and subject to confirmation at the next Council Meeting.

- g. To work to increase membership of the Institute.
- h. To assist in chapter coordination and to ensure financial closure each year
- i. To take, circulate and get the minutes of all the proceedings of the meetings of the Council and of The Institute and get them confirmed and archived.
- j. To prepare and update the register of Members and to prepare and submit the complete list of members of the Institute at the Annual Meeting.
- k. To do all acts and things as required to be done by him/her in these articles.
- l. To Co-ordinate with the Ministry of steel for National Metallurgists Day function and be responsible for conducting the National Metallurgist Day function.
- m. To co-ordinate with all external stakeholders for normal functioning of the institute.
- n. Ethical values and code of conduct: The Institute (IIM) places absolute faith in good governance and adheres to a high ethical code of conduct and meeting statutory compliances in achieving its objectives.

Applications in sealed envelopes should be sent to the following address or emailed to gokhale@iitb.ac.in and copied to amol_gokhale@yahoo.in

Dr Amol A. Gokhale
Vice President, IIM
Professor
Mechanical Engineering Department
Indian Institute of Technology Bombay
Powai
Mumbai 400076

Applications will be screened based on credentials, and selected candidates will be called for interview. Two references at least one from the former employer is required about the credentials of the candidate. Final selection will be made considering qualifications, past experience and interview performance.