



**Indian Rubber Manufacturers Research Association**  
Affiliated to Ministry of Commerce & Industry, Govt. of India,  
Wagle Industrial Estate, Thane (West), Maharashtra, India-400604

Date:10.07.2017

**Notification No. IRMRA/ADMIN-TRAG CO/2017-04**  
**Recruitment of Executive Admin / Training Coordinator on Contractual Basis**  
**at IRMRA (East / West) for RSDC approved skill development programme**

Indian Rubber Manufacturers Research Association (IRMRA), Thane, under the Ministry of Commerce & Industry, DIPP, Govt. of India and one of the world's premier organization engaged in Research & Development in the area of Rubber & allied industries and associated with several National and International Program, desires to recruit talented candidates as Executive Admin / Training Coordinator as per qualification, age etc. detailed below.

| Sl. No | Name of the Position                                      | Qualifications  | Stipend   |
|--------|---|---|---|
|        | No. of Positions  |   | Age / Tenure*   |
| 1      | Executive Admin / Training Coordinator<br><br>01 Position | <b>Essential:</b> Graduate / Post Graduate degree in basic science / Engineering / B. Com / BA<br><br><b>Desirable:</b> MBA in HR / having first class with min. 3 to 5 years of experience in administration / training coordinator related activities. Candidates having Engineering background will be given preference. | Rs. 25,000/- to 30,000/- p.m.<br><br>Age 45 years as on date 10.07.2017 |

Candidates fulfilling the above mentioned qualification, age etc. may send their applications to the Director, Indian Rubber Manufacturers Research Association (IRMRA), Plot No.254/1B, Road No. 16V, Wagle Industrial Estate, Thane (W) – 400 604

**Terms & Conditions:**

1. Number of positions required is indicative in nature, there may be increase/ decrease in the number based on requirement.
2. Candidates belonging from Western & Eastern region will be given preference for better coordination in local language.
3. Candidates found suitable for selection will be empaneled in addition to the positions required. Empaneled candidates may be selected for future project requirements.
4. Relaxation in age: 5 years for SC/ ST/ Persons with Disability and 3 years for OBC.
5. The date of determining the qualification and age shall be the date of advertisement.
6. Final year/ Semester students who are awaiting results are not eligible to be considered.
7. Tenure mentioned above may be extendable. In any case it is co-terminus with the Project or till such time this requirement exists whichever is earlier.

Director IRMRA  
**Dr. K. Rajkumar**

