

Ref.: IRMRA/DIR/QMS/16-02/02 dt.17.02.2016

**Job Title** - **Officer QMS**  
**Department** - **QMS**  
**Report to** - **Asst. Director (QMS)**

**Duties and Responsibilities:-**

To complete all the requirements for the compliance of the following Credentials:-

- ❖ Quality Management System as per ISO 9001:2008 Certification
- ❖ Laboratory Management System as per ISO 17025:2005 ( NABL Accreditation )
- ❖ BIS recognition for tyre and tube testing
- ❖ DSIR Recognition under SIRO
- ❖ Third Party Inspection Accreditation as per ISO/IEC 17020:2012 ( NABCB Accreditation)

**Routine activities:-**

- ❖ To conduct the internal audit at the planned interval in the various depts. of IRMRA to ensure that Quality Managements System is effectively implemented and maintained
- ❖ To maintain the records of the audit and their results.
- ❖ Arrange Management Review Meeting (MRM) under consultation with the Director twice in a Year
- ❖ Co-ordination with NABL, TUV NORD, DSIR and BIS for conducting the scheduled surveillance /Renewal audits and the follow up with them till the receipt of Certificates

**Qualification:** - M. Sc / BE / B.Tech.

**Pay Scale:** - PB 2 Rs.9300-34800 + GP 4200 and allowances as applicable to IRMRA employees.

**Experience:** - Minimum 5 years of experience in working as MR in NABL accredited laboratory / ISO 9001 certified lab.

The candidates fulfilling the above criteria are required to send their applications (signed hard copy) in sealed envelope on or before 01.03.2016 upto 17.00 hrs. in the name of Director, IRMRA.

**Address:** - Plot No.254/1B, Road No.16V, Wagle Industrial Estate, Thane – 400604  
Tel.No.: 022-67873200 / 201

**Note :** - Shortlisted candidates will have to appear for written test / skill test.

**Applicants should mention on the front of cover name of the post for which applied.**