

**Qualifications, Experience and Competency required for the Post of “Asst Director” at
Indian Rubber Manufacturers Research Association [IRMRA],**

Thane (West), Maharashtra

Terms of Appointment:

The Asst Director shall normally be appointed for the period till he/she attains the age of retirement, as per Govt of India norms.

Qualifications:

The candidate should be a Ph. D qualification in Polymer Chemistry / Rubber Technology from reputed institutes or M.Tech in Polymer Technology / Rubber Technology or B.Tech in polymer Technology /Rubber Technology / Master of Science in Organic Chemistry.

Experience:

The candidate should have an overall experience as mentioned below depending on his qualification.

Ph.D in Rubber / Polymer Technology about 4 years of R&D experience in Rubber & allied industries, material / chemical engineering

M. Tech in Rubber Technology / Polymer Technology about 5 years of R&D experience in Rubber & allied industries, material / chemical engineering

M. Sc. Chemistry / B.Tech in Polymer Science about 15 years of R&D experience in Rubber & allied industries, material / chemical engineering out of which at least 2-3 years as Head of Department in multidisciplinary Research organization.

The experience shall include Research & Development, Product development, Project proposal and report writing, knowledge on analytical instruments, Analytical Testing of Rubber / polymers and allied chemicals.

Pay Scale: In the pay scale of Rs.15600-39100 with a GP of Rs.6600 pm and allowances as applicable to IRMRA employees.

The roles and Responsibilities of Asst. Director are to provide Research assistance to Director, which includes:

- Promoting and facilitating leading-edge research, including collaborative and interdisciplinary research, in Rubber and allied technologies.
- To motivate & provide sufficient support for, a community of innovative researchers to enhance research capacity at the Institute and to increase internal and external research opportunities for scientists / technologists, Research fellows.
- To identify and acquire latest equipment which will substantially improve IRMRA capabilities. To drive indigenization of rubber & allied products to support Indian Rubber end user industries by way of import substitutes.
- To upgrade capabilities of SMEs by continuously conducting industry oriented training programs / technical workshop / seminars / conferences etc.
- To manage and continuously upgrade Quality Accreditations & certifications as per National / International standards.
- To uphold and enhance the formidable reputation of IRMRA as a Premier Research organization in the Rubber and Allied field.

Asst. Director is responsible for providing Administrative support to Director, which includes:

- Provide overall effective support to the Institute's Research and Development and Testing activities
- To assist in implementing a comprehensive strategy to increase revenues as per projections in
 - R&D projects
 - Product development
 - Testing
 - Training and consultancy services
- Reduce & optimize overall operational costs by managing all available resources
- Managing the research plan effectively and efficiently, ensuring that accepted standards of research and ethical behavior are met;
- Ensuring all statutory compliances on time

Method of Recruitment;

- a. Vacancy of the post of Asst. Director, IRMRA is advertised in Local and National newspapers by HR Department in consultation with the Director of IRMRA and is also uploaded on the website under the heading "Vacancies in autonomous organization".
- b. The HR Department of IRMRA will hand over all the applications received against the advertisement to the HR committee, within 7 working days after the due date of receipt of the applications.
- c. The HR committee conducts the interviews and shortlists the candidates.

Role of the HR Committee. '

- a. The HR Committee Members will scrutinize all the applications received and short lists the name of the eligible candidates who meet the eligibility criteria as per the advertisement.
- b. The HR Committee can disqualify candidates who do not meet the minimum eligibility criteria of the essential qualification, age and experience etc as per the advertisement.
- c. The list of shortlisted candidates along with the original applications will be sent to Director In sealed envelope within 15 days from the date of meeting.
- d. The HR Committee will meet on the IRMRA campus and all the administrative support will be provided by the administration department of IRMRA.
- e. The reason for disqualification of any candidates will also be recorded by the committee members and same will be handed over to the HRD dept of IRMRA.
- f. In case the committee finds that no Candidates out of the recommended list are found suitable for the post of the Asst. Director IRMRA, then the post will be re-advertised within 30 days.
- g. The HR committee will send a letter to Director IRMRA recommending the names of the selected candidate for the Post of the Asst. Director of IRMRA.
- h. On receipt of the above approval, the Director IRMRA sends the letter of Offer for the post of the Asst. Director to the highest ranking Candidate (H 1).
- i. On acceptance of offer by the (H 1) candidate the letter of the appointment order is issued by the Director IRMRA.
- j. In Case for any reason the H1 candidate does not accept the offer letter then the same will be offered to the H2 candidate and so on.
- k. The verification of Character and antecedent should be done before the appointment as per laid down procedure by the HR/Admin department of IRMRA.

Terms and Conditions of Appointment:

- a. In case the committee finds that the candidates are not suitable for the post of the Asst. Director IRMRA then the post will be re-advertised.

- b. The appointment of the Asst. Director IRMRA will be for a period till he/she attains the retirement age from the date of assignment of charge or until further orders whichever is earlier.
- c. The incumbent will be on probation for a period of one year during which the employment can be terminated by IRMRA without assigning any reason.
- d. The rules and regulations of IRMRA will be applicable to the Asst. Director IRMRA and in absence of Institutions own Rules and Regulations, Council of Scientific & Industrial Research (CSIR) Rules and Regulations will be applicable.

Resignation of Asst. Director. IRMRA:

The Rules and Regulations of IRMRA envisage that subject to terms and otherwise provided for services of an employee can be terminated by either side (employee or management) by giving one month's notice or payment In lieu of notice subject to vigilance and other financial and administrative clearance. In such cases either is not answerable to the other side the reason for such termination of employment.