

*To be published on Websites*

**INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION (IRMRA)  
THANE (WEST), MAHARASHTRA**

(An Autonomous Organization under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India)

Inviting applications for appointment of Director, IRMRA

In the Pay Scale of HAG Scale PML-15, Rs. 182200-224100 as per 7<sup>th</sup> CPC and other allowances as applicable to IRMRA employees.

**1. Essential Qualifications:**

- (i) Educational Qualifications: M.Sc. (Chemistry/Chemical Science/Polymer Science) or M. Tech in Rubber/Polymer Science & Technology from a recognized university.
- (ii) Experience: Minimum 15 years relevant experience out of which ten years' experience as HoD in Research & Development in the field of Rubber/Polymer Science & Technology including five year experience in management and administration of multidisciplinary Research organization.

2. **Desirable Qualifications:** Ph.D in the relevant field/Post-Graduate in Rubber Technology/MBA or PG Diploma in (HR/FIN/MM/OM) from a recognized university.

3. **Age limit for Direct Recruitment:** Not more than 55 years. For Departmental candidates the age is relaxable up to 58 years. The date of determining the age limit shall be the closing date prescribed for receipt of applications.

4. **Mode of Recruitment:** Direct Recruitment/Deputation.

The appointment of Director, IRMRA shall be subject to the approval of Govt. of India.

5. Interested candidates may submit his/her application in the prescribed format and as per detailed instructions, which can be downloaded from this Department's website <https://dipp.gov.in/> as well as from the IRMRA's website [www.irmra.org](http://www.irmra.org) and also from DoPT's web site <https://dopt.gov.in/> .

6. The last date for the application to be submitted physically at the address given below is 23/04/2021 till 05: 00 PM. Applications that are incomplete in any respect such as those not accompanied by the documents will liable to be rejected. Applications received after the deadline will not be considered.

Arun Kumar, Under Secretary,  
Department for Promotion of Industry and Internal Trade,  
Ministry of Commerce and Industry, Government of India,  
Udyog Bhawan (Room No. 439-A),  
New Delhi-110011.

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(An Autonomous Organization under Ministry of Commerce and Industry, Department for  
Promotion of Industry and Internal Trade. Govt. of India)

**RECRUITMENT TO THE POST OF DIRECTOR**

**General information**

**Job Description:**

- a. To provide overall direction to the Institute's Research & Development activities; plan, manage and enhance its financial resources; provide guidance to the Institute's personnel and undertake policy and promotional initiatives.
- b. To guide R&D team to focus on critical areas of R&D with special emphasis on integrating and embedding emerging and frontier technologies in rubber industry.
- c. Promote and develop Industry-Institute interaction and display a keen interest in technological advancement of the Rubber Industry.
- d. Actively engage business and Technology leaders in industry to foster close co-operation in the areas of fundamental and applied research and inculcate a culture of Research and Innovation to establish the Indian Rubber Industry as a leading provider of quality products and services to customers worldwide.
- e. Actively engage in Human Resource Development activities for the Rubber and allied Industry.

**Other Conditions:**

- a) Only Indian Nationals can apply.
- b) Application fee (non-refundable) of Rs. 500 (Rs. 300 for SC/ST/Woman Candidates) in favor of "Indian Rubber Manufactures Research Association" is to be paid by a demand draft payable at Thane, Maharashtra and must be sent with the application. The payment can also be done through online to IRMRA account (the link is available on IRMRA's website) and in such case the print out of such transaction must be attached with application.
- c) Those serving in Govt/PSU's/Autonomous Bodies must send their application through proper channel or submit a No Objection Certificate (NOC) at the time of interview.
- d) No correspondence/enquiries will be entertained from the candidates on the recruitment.
- e) The application must be sent in a sealed envelope super- scribed "Application for the post of Director, IRMRA".
- f) Only candidates who meet the minimum qualification/experience specified above as on the closing date prescribed for receipt of applications are qualified to apply.
- g) The experience which is gained after acquiring the specified degree required in the qualifying criteria will be counted in determining the total experience.
- h) IRMRA expects full and correct disclosure from the candidates about their experience, current salary and achievements etc. Any variation found at a later stage may result in cancelling of the candidature.
- i) Mere fulfillment of requirements as laid down in the advertisement does not qualify a candidate to be called for interview.
- j) Fee once paid shall not be refunded under any circumstances.
- k) Canvassing in any form will disqualify the candidate.
- l) Candidates called for interview will be reimbursed to and fro economy airfare within India.
- m) Candidates are required to submit self-attested copies of all documents with the application.
- n) The original documents/certificates will have to be produced at the time of interview for verification, failing which candidature will not be considered and no TA/DA will be allowed.
- o) Interested candidates may submit his/her application in the prescribed format, and as per detailed instructions, which can be downloaded from this Department's website <https://dipp.gov.in/> as well as from the IRMRA's website [www.irmra.org](http://www.irmra.org).

**APPLICATION FOR THE POST OF  
DIRECTOR, INDIAN RUBBER MANUFACTURERS RESEARCH ASSOCIATION  
THANE (WEST), MAHARASHTRA**

Recent self  
attested  
photograph

1. Name (in full block letters) :  
2. Father's/Husbands Name :  
3. Postal Address (in block letters)

Official :

Residential :

4. E mail ID :  
5. Mobile Number :  
6. Nationality : Indian  
7. Date of Birth and Age (On 23/04/2021) :

8. Educational Qualifications (from Matriculation onwards) (self-attested copies of mark-sheets/degrees/other relevant documents should be enclosed):

Academic Degree	University/ Board	Main Subject	Month and Year of Passing	Marks (%)	Class/ Division/ Grade

9. A) Field of specialization (Post Qualification Specialization/Experience pertaining to the field of Chemistry/Rubber/Polymer Science & Technology):

B) Any National Eligibility Test e.g. GATE / UGC-CSIR etc. (Please provide details):

10. Details of post qualification experience in chronological order (starting with the most recent together with details of duties, salary drawn and experience):

Administrative Experience:

Name & Address Employer/ Institution	Date of		Post Qualification experience (years)	Designation	Pay Scale/Salary	Nature Of Duties
	Joining	Leaving				

Add Separate sheet if necessary

Name & Address Employer/ Institution	Date of		Post Qualification experience (years)	Designation	Pay Scale/Salary	Nature Of Duties
	Joining	Leaving				

Industry /Academic/Research Experience:

Add Separate sheet if necessary

11. Experience in handling sponsored projects involving multi-disciplinary subjects with 2 or more number of Institutes based network projects: (during last 5 years):

S.No.	Title of the Project	Broad Area of Research	Year of award and duration (yrs)	Sponsoring Agency	Status (completed/ongoing)

Add separate sheet if necessary

12. Details of exposure to quality credentials such as accreditations, ISO 9001 Certifications, DGMS/BIS recognition etc. and auditing experience

13. Details of international exposure on business development and/other Institutional cooperation

14. Details of association with academic institutions/industries associations

15. Details of Affiliations/Membership/Chairmanship with professional Institutes/bodies

16. Details of experience in the area of Taxation/Financial/Balance-sheet/Accounts fund management and statutory compliance

17. Details of exposure in HR management, team building, motivation, employee development

18. Details of publications:

A. Details of paper published in National and International Journals in last five years in order of their publication to be attached with furnishing of the following information:

- i) No. of publications in International Journals:
- ii) No. of publications in National Journals:
- iii) Details of the publications in last five years to be filled below:

S. No.	Author(s) (Sequence as appeared in the publication)	Title	Journal	Vol., No., pp., Month, Year	Impact factor, if any

\*Use additional sheets if required

B. Number of innovative/critical products developed/Patents filed any/experience in indigenization of Rubber/Polymer products for Government/Private Sectors

S.No.	Details of patent/ product developed/innovation	Year/Status (Applied/Granted)

C. Technical papers presented at conferences at national/international level if any:

S.No.	Title of Paper	Title of Conference	Date(s) of the event	Organised by	Whether International/ National/ State/Regional/ University or college level

19. Any awards/recognitions received :

20. Most significant Training undergone

S.No	Topic of training/ course	Duration	Organization	Remarks, if any

\*Attach copies of certificates, if any.

21. Name and Address of two references along with e-mail and mobile number (not related to the Candidate)

22. Any other relevant information, if any.

### **DECLARATION**

I hereby certify that foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted.

Date:

Place:

(Candidate's Signature)