



Indian Rubber Manufacturers Research Association

An Autonomous Body Under DPIIT, Ministry of Commerce & Industry, Govt. of India

Vacancy Notice

Advt. No. IRMRA/21-22/12/03 dated 30/12/2021

Indian Rubber Manufacturers Research Association, an Autonomous Institute under Dept. for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt of India, is a leading R&D institution established in 1958 to cater services to Rubber and Allied Industry. IRMRA is having its headquarters and Laboratory in Thane, Maharashtra and branch laboratories at Sri City, AP, Chennai, TN and SARPOL, Kolkata, WB. IRMRA is looking for consultant on ad hoc contract basis, the details of the post are as under.

1.	Name of the post	Consultant (on Ad hoc contract basis)
2.	No. of posts	01
3.	Essential / Desirable qualifications	Should have retired as Section Officer / Under Secretary / Deputy Secretary or equivalent in the Govt of India / state govts / attached & subordinate offices / PSUs / autonomous bodies etc.
4.	Period of engagement	Initially for a period of 01 year, may further be extended on year to year basis, subject to functional requirements and also subject to appraisal of the performance.
5.	Age limit	Should not be more than 64 years of age on the last date of receipt of application
6.	Remuneration	Rs. 40,000/ to Rs. 60,000/- consolidated per month
7.	Place of Work	IRMRA, Head Office, Thane, Maharashtra / IRMRA's branches
8.	Specialization in	<ul style="list-style-type: none">Administration / establishment mattersPolicy matters & Legal mattersBudget & Project/scheme related work
9.	Desirable	Preference will be given to person: <ul style="list-style-type: none">Who are proficient in working independently in MS Office and other computer applicationsWho have handled policy / administrative matters and related issues while in service
10.	Scope of Work	<ul style="list-style-type: none">Administrative matters of all employees of IRMRAAudit para repliesMaintenance of personnel records, service books, EPF accounts.Concerned RTI matters, Court cases handlingProcess of salary to all staff of IRMRA and monthly remuneration of contractual employees.Annual report preparationAll TA/DA, on duty orders/practice ordersDiary & DispatchAny other item of work as entrusted from time to time
11.	Mode of selection	Interview

- Interested and eligible applicants may submit their particulars "strictly in the enclosed format along with CV and relevant documents" to "The Director, Indian Rubber Manufacturers Research Association, Plot No.254/1B, Road No.16 V, Wagle Industrial Estate, Thane (W) - 400 604 by regd. / speed post on or before 31st January 2022.
- IRMRA reserves the right to accept or reject any application without assigning any reason.

Director

Head Office: Plot. No. 254/1B, Road No. 16V, Wagle Industrial Estate, Thane (West)- 400 604.
Tele No. 022 6787 3200: Fax No. 022 6787 3225 Email: info@irmra.org; Web: www.irmra.org