

INSTITUTE OF URBAN TRANSPORT (INDIA)

Notice for Recruitment to the post of Executive Secretary

1. About the Institute

The Institute of Urban Transport (India) was established in May, 1997 under the purview of the Ministry of Urban Development (MoUD), Government of India as a premier professional non-profit making organization and registered under the Societies Registration Act. The membership of the Institute comprises Academicians, Architects, Economists, Engineers, Transport Planners, Town Planners and professionals from various other disciplines. The Institute has 66 institutional members, about 1600 individual members and 70 Associate Members. It has association with foreign organizations such as LTA Singapore, GIZ, UITP, KfW etc. The Secretary, Ministry of Urban Development, Government of India, is the ex-officio President of the Institute. Its Governing Council has members from various premier organizations connected with Urban Transport and many State Governments. The Institute has 13 Chapters at Chennai; Thiruvananthapuram; Warangal; Bangalore, Mumbai, Bhopal, Surat; Kanpur; Kashipur, Srinagar; Silchar; Shibpur and Chandigarh.

The aim and objective of the Institute is to promote, encourage and coordinate the state of the art of urban transport including planning, development, operation, education, research and management and also to organize lectures, seminars, workshops, conferences, etc. on subjects pertaining to urban transport. In addition, the Institute provides professional support to MoUD for its various projects and initiatives such as organizing an annual Urban Mobility Conference cum Exhibition, several workshops and capacity building projects.

2. One of the ongoing activities is handholding of the various State Governments with whom IUT has signed MOUs to be their knowledge partner. MoUs have been signed with the Directorate, Urban Administration and Development (DUAD), Government of Madhya Pradesh, (GoMP), Bhopal, Union Territory of Chandigarh and Government of Bihar.

3. **The Institute has been organizing various national and international conferences, seminars, workshops, lecture meetings at regular intervals.**

The Institute organizes a Conference & Exhibition on Urban Mobility each year on behalf of the Ministry of Urban Development of the Government of India.

Institute of Urban Transport also provides for training needs of the government officials and practitioners in the field of urban transport. The institute has already successfully conducted training programmes of Urban Transport for government officials and proposes to organise similar programmes as a part of the capacity building programmes sponsored by the Ministry.

4. National Level Institute

The Institute, with active support and guidance of the Ministry of Urban Development, Government of India, has been actively involved in a variety of professional activities to promote and develop the state-of-the-art of Urban Transport in the country.

5. Job Responsibilities

The Executive Secretary will be responsible for:-

- Assisting the Institute's General Body, Governing Council and the Executive Committee in the conduct of its meetings and recording minutes thereof.
- Assist the Director General of the Institute in carrying out the day to day management of the IUT.
- Be responsible for Administrative and Financial aspects of the activities of the Institute indicated above.
- Liaise with Ministry of Urban Development and other Government of India Ministries, State Departments and other Agencies as required for the activities of the Institute..

- Coordinate and Manage the activities of the Institute, including the annual Urban Mobility India (UMI) Conference – cum – Exhibition..

6. Qualifications and Experience

Qualifications:

The candidate should be minimum graduate with Bachelor's degree in Law, Economics or Commerce, with at least **5 years' experience** in the areas of managing the administrative and legal functions of an organisation.

Experience:

He / She shall normally be a person having administrative experience in Government or any Institute / Organisation.

Desirable:

- Preference will be given to candidates who have at least five years' experience of working with any Ministry / Department / PSU of Central or State Governments in positions of Under Secretary (GoI) equivalent and above.
- Good co-ordination and networking skills.
- Hands on practice in working with MS Office.
- Experience in management of Professional Institutions.

7. Remuneration

Executive Secretary will be appointed on a service contract with monthly fee, in the range of Rs. 60,000/- to Rs. 80,000/- (all inclusive), to be negotiated with shortlisted candidate.

8. Submissions Requirements

The interested persons are requested to submit application along with following information:-

- A brief profile
- Details of Qualification, work experience with description of assignments handled under each head as given in para 6 above.

Application superscripted with the title “Selection of Executive Secretary “ may be delivered to the following address not later than 31.05.2017. Electronic submission to the e-mail address given below are also acceptable:

Director General
Institute of Urban Transport (India)
1st Floor, Anand Vihar Metro Station Building,
(Entry adjacent to Gate No 1)
Delhi – 110092
Email: jobs@iutindia.org

9. Shortlisted candidates only shall be called for interview. Outstation candidates shall be reimbursed travelling expenses limited to AC-II tier train fare of Indian Railways.