

INDIAN BUILDINGS CONGRESS (IBC)

APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR (ON CONTRACT)

1. Personal Details

- Full Name
- Father's/Mother's Name
- Date of Birth (DD/MM/YYYY)
- Age (as on 01.07.2026)
- Nationality
- Correspondence Address
- Permanent Address
- Mobile Number
- E-mail ID

2. Educational Qualifications

Examination	University/ Institution	Year of Passing	Division/Grade	Specialization

3. Professional Qualifications

- Professional Memberships (Institution/Grade)
- Registration/Chartered Status (if applicable)
- Other Professional Certifications

4. Employment History (Chronological Order)

Organization	Post Held	From	To	Pay Level/Scale	Nature of Duties

5. Present Employment

- Organization
- Designation
- Date of Joining
- Present Pay Level/Salary
- Total Length of Service

6. Eligibility Criteria

A. Service Details

- Total Group 'A' Service in Central / State Government / Central PSU _____ Years
- Whether retired/serving: _____

B. Chief Engineer Level

Have you worked as Chief Engineer in a Central Government/ State Government Department/Central PSU?

- ☐ Yes
- ☐ No If Yes:
- Organization: _____
- Period: _____
- Pay Level: _____

7. Experience Relevant to the Post

Provide details of experience in the following areas:

Area	Details
Administration & Establishment	
Technical Activities	
Consultancy Projects	

Area	Details
Publications/Technical Journals	
Organising Seminars/Conferences	
Finance & Budget	
Human Resource Management	

8. Major Achievements

Briefly describe significant achievements relevant to the post (maximum two pages).

9. Awards, Honours and Recognitions

10. Publications, Technical Papers and Books (if any)

11. Training Programmes/International Exposure (if any)

12. Details of Two Professional References

- Name, Designation, Organization, Mobile, Email

13. List of Enclosures

- ☐ Passport-size Photograph
- ☐ Educational Qualification Certificates
- ☐ Professional Qualification Certificates
- ☐ Experience Certificates
- ☐ Proof of Date of Birth
- ☐ PPO/Retirement Order (if applicable)
- ☐ Last Pay Certificate/Pay Slip (if applicable)
- ☐ Any Other Relevant Documents

14. Declaration

I hereby declare that the information furnished in this application is true and correct to the best of my knowledge and belief. I understand that if any information is found to be false or incorrect, my candidature/appointment shall be liable to be cancelled. I also

declare that I fulfil the eligibility criteria prescribed for the post of Executive Director, Indian Buildings Congress.

Place: _____

Date: _____

Signature of the Applicant _____

Documents to be Submitted

Applicants should submit the following by email to info@ibc.org.in:

1. Duly filled Application Form (Prescribed Format).
2. Detailed Curriculum Vitae (CV).
3. Self-attested copies of educational and professional qualification certificates.
4. Proof of date of birth.
5. Experience certificates/service records supporting eligibility.
6. Copies of significant achievements/publications (if any).
7. Any other supporting documents relevant to the post.