

## **POSITION OF ASTT. SECRETARY (COUNCIL AFFAIRS), IBC**

### **JOB PROFILE:**

1. To prepare Minutes & Agenda of all Governing Council, Executive Committee & Other Meetings
2. To coordinate and organize EC /GC meetings and maintain consistent follow up with EC / GC members.
3. Maintain all records related to the EC / GC meetings and to coordinate the actionable points emerging from these meetings
4. To be responsible for submission of all statutory statements to Registrar of Co-Operative Societies and other Statutory Bodies
5. To be responsible for coordination of any amendment to the MoA of IBC & Rules and Regulations.
6. Any other responsibility to be assigned by, President, Hony Secretary and Executive Director.

### **QUALIFICATION:**

- Graduate in any discipline, preference will be given to Post Graduate / MBA

### **SKILLS REQUIRED**

- Efficient in writing skills - noting and drafting
- Must be Computer Savy: efficient in MS Office and Excel
- Good Communication Skills
- Stakeholder Management

### **EXPERIENCE**

- Minimum 15 years.

### **AGE**

- Minimum 35 years and maximum 55 years on the date of advertisement.

### **REMUNERATION**

- Rs.40,000/- (Consolidated) per month for first year.

### **MODE OF APPOINTMENT**

- Contractual. The service will governed by the Rules & Regulations of Contract Staff of IBC.

**Apply by e-mail on [info@ibc.org.in](mailto:info@ibc.org.in) by 12<sup>th</sup> Oct 2025.**

## **POSITION OF DY. DIRECTOR (TECH), IBC**

### **JOB PROFILE:**

- Must have Academic bent of mind and well versed with bringing out Technical Publications, organizing of Training Program, Seminars, Technical Talks etc.
- Any other responsibility to be assigned by President, Hony. Secy and Executive Director.

### **QUALIFICATION:**

- B.E. (Civil) from recognized University

### **SKILLS REQUIRED:**

- Good Communication Skills
- Strong writing skills
- Must be self-starter
- Stakeholder management
- Strong co-ordination skills
- Networking skills

### **EXPERIENCE:**

- Must have Minimum Experience 5 years

### **AGE:**

- Minimum 30 years and maximum 60 years as on date of Advertisement

### **REMUNERATION:**

- Rs.60,000/- (Consolidated) per month for first year.

### **MODE OF APPOINTMENT**

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## **POSITION OF SR. ACCOUNTS OFFICER, IBC**

### **JOB PROFILE:**

- Head Accounts Section of IBC
- Perform all functions related to Accounts of IBC and ensure compliance of regulatory requirements.
- Maintain Accounts of IBC as per accounting principles and regulatory requirements.
- Responsible for compliance of all Statutory regulations, such as Income Tax, TDS, GST & Others.
- Preparation of Balance Sheet and submission of Statutory returns / Statements.
- Responsible for Audit of Accounts and Co-ordinate with all the stakeholders for timely completion of Audit.
- Maintain proper records and ensure safe custody of all records related to Accounts of IBC.
- Any other activities to be assigned by President, Hony. Secretary & Executive Director.

### **QUALIFICATION:**

- M.Com
- CA / Cost Accountancy background will get preference.

### **SKILLS REQUIRED:**

- Efficient in writing skills - noting and drafting
- Must be Computer Savy: efficient in Tally, MS Office and Excel and accounts related softwares.
- Have good communication skills
- Thorough knowledge of Accounting Principles and Taxation Matters.

### **EXPERIENCE:**

- Must have Minimum Experience of 15 years

### **AGE:**

- Minimum 40 years and Maximum 55 years as on date of advertisement.

### **REMUNERATION:**

- Rs.60,000/- (Consolidated) per month for first year.

### **MODE OF APPOINTMENT**

- Contractual. The service will governed by the Rules & Regulations of Contract Staff of IBC.

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