

**Indian Buildings Congress (IBC)**  
**(Selection of Executive Director, IBC on Contract Basis)**

Indian Buildings Congress (IBC) invites applications for appointment on Contract Basis for the Post of Executive Director. The Executive Director, who is responsible for the overall functioning of the Secretariat, heads the IBC Secretariat. The incumbent is required to carry out all administrative functions, technical activities, consultancy matters, IBC publications, seminars, etc. The requirements are as below:

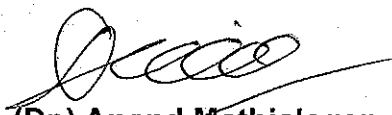
|                                      |                                                                                                                                                                                                                                                                  |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Designation</b>                   | Executive Director                                                                                                                                                                                                                                               |
| <b>No. of post</b>                   | 1                                                                                                                                                                                                                                                                |
| <b>Essential Qualification</b>       | BE / B.Tech in Engineering<br><br>and<br><br>The candidate should have worked as a Chief Engineer or equivalent in any Central / State Government Department/ Central PSU and have a minimum of 20 years of Group 'A' service.                                   |
| <b>Classification of appointment</b> | On Contract                                                                                                                                                                                                                                                      |
| <b>Age</b>                           | Candidate born before 01.07.1964 are not eligible                                                                                                                                                                                                                |
| <b>Pay Structure</b>                 | Consolidated Salary Rs.1,25,000/-per month plus transport allowance Rs. 10,000                                                                                                                                                                                   |
| <b>Selection Criteria</b>            | The eligible candidate shall appear before Selection Committee formed by President, IBC as below:<br><br>Chairman : President, IBC<br><br>Member-5 nos : Two Past President, IBC<br>Two Vice President, IBC<br>Hony. Secretary, IBC<br><br>Total Members : 6 Nos |
| <b>Period of Contract</b>            | One year and extendable to maximum of 3 years based on the performance or on attaining the age of 65 years whichever is earlier.                                                                                                                                 |

**Duties and Responsibilities of  
Executive Director, IBC**

- i) To act as Administrative Head, in-charge of all activities undertaken by the IBC Sectt. You will be reporting to Hony Secretary, President and Executive Committee of IBC;
- ii) To supervise and co-ordinate all activities of IBC concerning membership, publications, organising Training Programmes, Workshops, Conferences, Seminars and Webinars etc;
- iii) To represent IBC in meetings with State/Central Government Offices;
- iv) Interaction with other State/Central Bodies & Chapters;
- v) To take steps for increasing the revenue of IBC;
- vi) To propagate the objectives of IBC;
- vii) To take initiatives to raise the image and visibility of IBC;
- viii) The Executive Director will be overall responsible for functioning of the Administration, technical activities and effective financial management of the Indian Buildings Congress;
- ix) Any other activity as may be assigned by Honorary Secretary / President / Executive Committee of IBC

Eligible candidates may send their applications in prescribed format attached (Application for the post of Executive Director on Contract) along with their Curriculum Vitae (CV), educational and professional qualifications, experience, and supporting documents by email to [info@ibc.org.in](mailto:info@ibc.org.in) before at 5.00 P.M. of 15<sup>th</sup> September, 2026.

The President, IBC reserve its right to amend the criteria and / or accept / reject the applications of all or any candidates.

  
**Col. (Dr.) Anand Mathialagan**  
Hony. Secretary

## **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**

| <b>Examination</b> | <b>University/<br/>Institution</b> | <b>Year of<br/>Passing</b> | <b>Division/Grade</b> | <b>Specialization</b> |
|--------------------|------------------------------------|----------------------------|-----------------------|-----------------------|
|                    |                                    |                            |                       |                       |

#### **3. Professional Qualifications**

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

#### **4. Employment History (Chronological Order)**

| <b>Organization</b> | <b>Post<br/>Held</b> | <b>From</b> | <b>To</b> | <b>Pay<br/>Level/Scale</b> | <b>Nature of<br/>Duties</b> |
|---------------------|----------------------|-------------|-----------|----------------------------|-----------------------------|
|                     |                      |             |           |                            |                             |

## 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 \_\_\_\_\_

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### **Documents to be Submitted**

Applicants should submit the following by email to [info@ibc.org.in](mailto: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.