

**QUALITY COUNCIL OF INDIA**  
**NEW DELHI**

**Advertisement for appointment of Secretary General for Quality Council of India**

Name of Post	Secretary General, QCI
Nature of Post	Tenure post for a period of five years
No. of post	01
Nature of Engagement	Direct recruitment/ Deputation basis
Age	45 to 55 years
Starting CTC (Per annum)	Rs. 56.0/- Lakhs
Qualification	Post Graduate degree in Sciences / Social Sciences / Management / Commerce / Engineering & Technology / Medicine / Law / Fine Arts / Liberal Arts / Architecture / Design / Agricultural Sciences or equivalent from a recognized University / Institute.
Experience	More than 20 years, after attaining minimum prescribed educational qualification. Out of total experience at least 5 years as CEO or Head of an institution or Joint Secretary and / or equivalent or higher (working atleast for 5 years in pay Level 14) or Director at Board level of PSU working in the E9 Level for atleast 5 years
Competencies	<ul style="list-style-type: none"> <li>• Leadership &amp; team development: can build and inspire the team.</li> <li>• Ability to lead and guide the CEOs for preparation of policy papers as inputs to stakeholders.</li> <li>• Ability to work in a government supported organization with a clear understanding of rules and regulations.</li> <li>• Ability to establish networking with stakeholders.</li> <li>• Decision making ability, passionate, enthusiastic, energetic and visionary.</li> <li>• Has strong element of creativity, innovation, out of box thinking and successfully make change management. Knowhow of International systems/processes, working exposure may be an added advantage.</li> <li>• Open minded /cultural understanding of PAN India / Global concerns. Ability to meticulously plan and display professional capability to execute projects of national importance.</li> <li>• Ability to lead, build motivate and energize a dynamic team of young professionals with diverse / multidisciplinary backgrounds.</li> <li>• Ability to run a financially robust organization with an expanded portfolio of services and projects.</li> <li>• Strong desire to position India as a global provider of high quality infrastructure, goods &amp; services, based on a culture of quality, emanating from an education &amp; practice of quality.</li> <li>• Contribute in National journey of transformation from developing to developed nation through quality eco system.</li> </ul>
Area of operation	<ul style="list-style-type: none"> <li>• The Secretary General (SG) of QCI shall act as the Member Secretary of the Society as per the provision of Societies Registration Act.</li> <li>• The SG shall function as the chief executive officer of QCI and shall have all the executive powers to supervise and manage the technical and administrative functions of the Council as per the rules of the Governing Council.</li> </ul>

	<ul style="list-style-type: none"> <li>• The SG shall, subject to the provision of rules and decisions of the Governing Body, exercise general supervision and administrative control over the officers and the staff of QCI including delineating their duties and functions.</li> <li>• The SG shall coordinate and exercise professional leadership in respect of all activities of QCI.</li> </ul>
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### **General Conditions & Guidelines**

#### **A. Submission of Application:**

Interested candidates fulfilling the eligibility criteria are requested to apply online in the link <https://qcin.org/work-with-us/#careers>, available on QCI website. QCI strongly encourages women candidates to apply.

#### **B. Nominations:**

Nominations are invited from reputed Organizations for the post of Secretary General, QCI. The nominations can only be forwarded by the Head of Institution/Organisation of repute / Industry Chamber for the eligible candidates enclosing the following documents:

- i. Duly signed Covering Letter from the Head of Institution/Organisation / concerned Industry Chamber, on the letter head of the organization.
- ii. Duly filled in nomination form available at <https://qcin.org/work-with-us/#careers>
- iii. Latest CV of the candidate being nominated.

The envelope submitting the nomination should be superscribed as “NOMINATION FOR THE POST OF SECRETARY GENERAL, QCI” and posted to ‘Sr. Director, Administration’ at the address ‘Quality Council of India, 2nd Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi- 110002’.

**C. The last date to apply online receipt of nominations is 31.07.2023, 05:00 pm.**

#### **D. Guidelines for submission of application**

(All the applicants are requested to go through the guidelines given below before filling the online application).

1. Minimum required experience for a post shall be counted after obtaining the essential qualification only.
2. The essential qualification must be obtained through full-time mode from a university or Institute recognized by appropriate regulatory authority of India.
3. Only the completed online applications which are submitted shall be considered i.e. the applicant should receive a confirmation message on his/her registered email (kindly note that after clicking on submit button the message for successful submission of application should appear on the screen for confirmation of submission of application).
4. Incomplete applications wherein the applicant does not receive any confirmation of submission within the closing date & time shall not be considered.
5. After the last date of application, the data relating to all un-filled / not submitted applications will be purged/deleted from the system and no representation to that effect will be considered.
6. Last drawn salary must be commensurate with the post applied for (candidate must upload the last salary slip).
7. Relevant documents required as per the online application should be uploaded.
8. Any application or document received through post/mail shall not be considered (except for documents from nominating organizations/persons which should be as per s.no. ‘B’ above).
9. Persons already in employment should upload NOC from the present employer and vigilance clearance (not mandatory for candidates working in private sector) from parent department. However, in case the NOC/Vigilance clearance is not available at the time of application, the same should be submitted at the time of document verification before interview (in case called), failing which he/she would not be allowed to attend the interview.

10. QCI reserves the right to do a background check of the applicants called for interview, and if any discrepancy is found, the person shall be ineligible to proceed further with their candidature.
11. The eligibility of candidate in terms of age & experience shall be determined as on closing date of the advertisement.
12. Applying for a post and merely fulfilling the eligibility criteria does not confer the right to be called for interview. Only shortlisted candidates will be called for interview.
13. The decision of Search-cum-selection committee for the post of SG shall be final and shall be binding on all. No correspondence in this regard will be entertained. Canvassing of any type and from any source will disqualify the candidature of the applicant.
14. In case of any dispute / grievance that may occur/be represented during the entire process of selection, the decision of QCI shall be final and binding.
15. No TA/DA shall be paid for attending the interview.
16. Online interview may be allowed for justifiable reasons, however, the candidate should ensure at his/her end proper internet connection, availability of video conferencing application as instructed by QCI, and QCI shall not be responsible for any issue during the interview.
17. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, QCI reserves the right to modify/ withdraw/ cancel any communication made to the candidate.
18. The Competent Authority, QCI may reject any or all the applications / nominations without assigning any reason.
19. The Competent Authority, QCI is empowered to make all appropriate exceptions in case of an outstanding candidate.
20. In case of any query, kindly send an email at [hr@qcin.org](mailto:hr@qcin.org). No query on phone shall be entertained.
21. In case of any issue pertaining to submission of online application or if any technical support is required may kindly email at [support@7techies.zohodesk.in](mailto:support@7techies.zohodesk.in)