Eligibility Criteria for the Post of IMS Executive Secretary

Qualification: Minimum qualification of Masters Degree in any relevant field of science, arts and commerce or M.Tech/B.Tech/MBA.

Experience: Minimum experience of 15yrs in office management based on standard computer softwares.

Age limit: Less than 70yrs.

Good command on English language is essential. Basic knowledge of Weather and Climate terminology is desirable. Selected IMS Executive Secretary will have the responsibility of running IMS National office daily by communicating with IMS local chapters/member, drafting letters/reports, keeping accounts and any other work as assigned by the President/Secretary/Treasurer/NC members from time to time.

Executive Secretary is expected to be responsible for implementing policy decisions and vision of IMS, assist President/Secretary/Treasurer/NC in planning Annual Calendar, preparing Project/Funding Proposals and coordinating functioning of various committees etc.

Monthly Salary: Rs 50000/- or less depending on the qualification of the candidate as decided by the Selection Committee. Initial period of engagement will be one year, extendable to 3 years.

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Please apply to the “Secretary, Indian Meteorological Society, Room No. 605, 6th Floor, Sat.Met Building, Mausam Bhawan Complex, Lodhi road, New Delhi – 110 003” in the given format along-with your CV by Registered Post / Speed Post so as to reach at the above address by 18th December 2019.