

F.No. IICA/I-13011/1/2018-FIN
Indian Institute of Corporate Affairs
(An Autonomous body under Ministry of Corporate Affairs)

IMT Manesar, District Gurugram
Date: 07.01.2019

VACANCY DETAILS

Subject: - Filling up of the posts of Course Coordinator (Head, Centre for Corporate Law) on contractual basis in Indian Institute of Corporate Affairs.

Applications in the prescribed format (as per Annexure-A of the advertisement) are invited from eligible candidates for recruitment to post of Course Co-ordinator (Head, Centre for Corporate Law) in Indian Institute of Corporate Affairs (IICA), IMT Manesar as per following details :-

A	Name of Post	Course Coordinator (Head)
B	Number of Posts	1
C	Subject	Corporate Law
D	Mode of Selection	Purely Contractual
E	Consolidated pay	Rs. 1,75,000 – 2,25,000 per month.
F	Eligibility Criteria	Essential: LLM with at least 10 years experience Desirable : PhD
G	Age Limit	56 years
H	Place of Duty	IMT Manesar, However, the incumbent may be posted in Delhi – NCR also.
I	Last date of receipt of applications	28.01.2019, 5.00PM

2. The details regarding qualifications, experience and other eligibility conditions required for the post are indicated in table above.

3. Only shortlisted candidates/having more length of service and experience in the relevant field fulfilling the eligibility conditions shall be called for interview.

Sd/-
(Anil Kumar)
Administrative Officer
Email ID: anil22mail@gmail.com, Phone: 0124-2640086

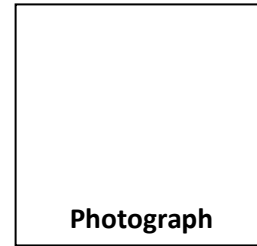
Format of the application for Course Coordinator- (Head, Centre for Corporate Law)on contractual basis

1. Name of the candidate:

2. Date of birth:

3. Post applied for:

4. A) Educational Qualifications:



(Mention the degree, University, class/division/marks starting from high school Chronologically)

Examination	School/College/Institute	Board/University	Percentage of Marks

B) Professional membership, if any :

5. List of Publications, if any (attach a separate sheet)

(Publications in newspapers and popular magazines will not be considered)

Peer-reviewed international journals

Peer-reviewed national journals Chapters in books

Books

6. Academic Experience

Name of the Institution/organization	Duration		Designation	Full time/part time
	From	To		
Total Academic Experience				_____ Year _____ Month

7. Industry/Professional experience

Name of the Institution/organization	Duration		Designation	Full time/part time
	From	To		

Total Industry/Professional experience				____ Year ____ Month

8. Training, if nay received, which is relevant to the post applied for:

Name of the relevant Training Programme	Duration		Designation from where received	Nature of Training received	Remarks
	From	To			

9. (i) Present post held:

(ii) Full scale of pay:

(iii) Present pay:

(iv) Date from which held:

(v) Date of retirement under the rules:

10. (i) Present postal address with Pin Code Number:

(ii) Telephone No (Off.) Residence Mobile..... Email:.....

11. Any other relevant information

Signature of the Candidate

Date:

DECLARATION

I CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED/ DISTORTED. IF AT ANY TIME I AM FOUND TO HAVE CONCEALED / DISTORTED ANY MATERAIL INFORMATION, MY APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT NOTICE / COMPENSATION

Place:

Date:

Signature of the Candidate