

**Government of India  
Ministry of Corporate Affairs  
Indian Institute of Corporate Affairs  
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F.No. IICA-2-44/2012

Date: 11.11.2019

**VACANCIES FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS**

Interested and eligible candidates are invited to submit applications for various positions in Indian Institute of Corporate Affairs, purely on contractual basis. The details of eligibility conditions, remuneration, terms etc. can be downloaded from the website: [www.iica.nic.in](http://www.iica.nic.in). **A walk in Interview is being conducted on 13.11.2019, 20.11,2019 & 27.11.2019. The reporting time is between 10.30 AM to 11 AM.**

2. Eligible and interested candidates should **bring 4 copies of CVs and application form (Annexure II)** on the day of the interview. Photocopying of any kind of document shall not be entertained inside the campus.
3. Interested and eligible candidates can forward their CVs at [gauri.iica@gmail.com](mailto:gauri.iica@gmail.com) / [hr@iica.in](mailto:hr@iica.in).
4. One candidate can apply for one position at a time. Those who have appeared earlier need not apply.

Sd/-

(Manager (HR) and CAO, IICA)

The engagement will purely be on contractual basis initially for a period of **one year**, if otherwise not extended or curtailed. The contractual engagement is need based and it will not confer any right or privileges on the appointee for regular appointment. The details of qualification and experience are as under:-

<b>S.no.</b>	<b>Name of the position</b>	<b>Field/Vertical</b>	<b>Category</b>	<b>Monthly Consolidated fee (Rs.) P.M.</b>	<b>Status</b>
1.	Project Head (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	1L-1.5L	Open
2.	Principal Research Analyst (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	75K-1L	Open
3.	Chief Programme Executive/ SRA- Online Assessment (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	75K-1L	Open
4.	Chief Programme Executive/ SRA Partnership and promotion (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	75K-1L	Open
5.	Consultant Administration (Assistant Administrative Officer) (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	40K-50K	Open

## **JOB DESCRIPTIONS OF VARIOUS POSITIONS**

### **1. PROJECT HEAD- PIU- Independent Director Portal**

#### **Qualification:**

- Masters in Management /Corporate Law / Finance.
- A qualification of CS / CA would be an added advantage.

#### **Experience:**

Minimum 7 years' experience of working with a think tank, consulting /advisory / Academic / Research Institution. Experience of working on a similar project would be added Advantage.

#### **Desirable:**

Ph.D qualification

#### **Skill Set**

- Knowledge of CA 2013, SEBI Provisions & Secretarial Standards
- Handbook Development & Report
- Writing Skills
- Leadership and oversight skills
- Team Player

#### **Activities/ Output**

- Development of Standard Operating Guidelines
- Handbook (Directors)
- Handbook (Companies)

#### **Key Task**

- Registration of IDs
- Capacity Building of the IDs
- Databank Access

### **2. PRINCIPLE RESEARCH ANALYST- PIU- Independent Director Portal**

#### **Qualification:**

Masters in Management /Corporate Law / Finance/ CS / CA.

#### **Experience:**

- Minimum 5 years' experience of working with a think tank, consulting /advisory / Academic / Research Institution.
- Experience of E learning Course Modules, Research Reports, Policy Briefs.

#### **Skill Set**

- Knowledge of CA 2013, SEBI Provisions & Secretarial Standards
- Understanding of Board Dynamics and functioning of ID
- e learning content development skills

- Abilities to track latest developments on subject
- Research skills for creating impactful courses.

**Activities**

- Review of Modules
- Up gradation of Basic Courses ( Regulatory Aspects)
- Upgradation of Basic Courses ( Board Aspects)
- Engagement of Industry Experts

**3. Chief Programme Executive/ SRA- Online Assessment**

**Qualification:**

Masters in Management /Corporate Law / Finance/ CS / CA

**Experience:**

Minimum 3 years experience in handling with the online examination and assessment process. Experience of developing question bank with experts /expert agency would be preferred.

**Skills:**

- skills on developing test engine based on question bank and assessment grading matrix
- Psychometric Skills for developing test questions
- Skills on identification of assessment parameters
- Abilities to handle online testing methods

**Activities:**

- Identification of Question Bank Development Agency
- Identification of Test Conducting Agency
- Development of Test Question Bank
- Moderation of Test Question Bank
- Upgradation of Test Question Bank
- Oversight of Conduct of Test
- Development of Standard Operating Guidelines Handbook

**Key Task**

- Assessment Test

**4. CPE/SRA (Partnerships and Promotion)**

**Qualification:**

Master's in Management/Commerce/Economics/Finance

**Experience:**

Total 5 Years of Working Experience with two years of Experience on the specific activities mentioned.

**Skills:**

1. Knowledge of Institutions working in the field of Independent Directors in India/Abroad
2. Abilities to Initiate Partnership Proposals
3. Understanding of Complementary objectives of Partner Institutions and IICA.
4. Excellent Written and Verbal Communication
5. Expertise in dealing with National and Global Institutions, Independent Directors, Women Directors, PSUs and Private Sector Companies
6. Skills of Profitable organisation of independent Director Workshops and face to face training Program

**Activities:**

1. Identification of Key National Partners for increasing Network Size
2. Identification of Key Global Partners for increasing Network Size
3. Coordination on scope of work with New Partners
4. Coordination on Deliverables relating to the scope of work with existing Partners
5. Developing Action Roadmap for Workshops, Seminars, Face to face training programs in accordance with the Partner Scope.
6. Identification of Gaps and Corrective action Plan

**Key Task:**

Partnership Network and promotion

**5. Consultant Administration (Assistant Administrative Officer)****Qualification:**

Graduate in any Discipline

**Experience:**

Experience of working in Executive administration, dealing with the matters of Filing, Record keeping and MIS.

**Skills:**

1. Understanding of Administrative matters for compliance and management
2. Abilities to take timely action on administrative matters
3. Effectiveness on reporting, record keeping and MIS issues"

**Activities:**

- 1 Development of File Notes for various activities relating to Independent Director's Databank
2. Maintenance and management of files and related records
3. Coordination with IICA Administration on aspects relating to ID Data Bank Project.

**Key Task:**

Partnership Network and promotion

**Remuneration and other Conditions:**

- i. Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- ii. No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- iii. The assignment is on a full time basis and the person will be required to attend the office on all the working days and on holidays, if required.
- iv. The period of engagement will be initially for a period of one year, which may, at the discretion of the competent authority be either extended or curtailed depending on performance and requirement.
- v. The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- vi. The contract can be terminated by either side by giving notice for a period of one month or one month's consolidated emoluments in lieu there of.
- vii. The contract can be terminated without notice by the competent authority, if at any time the conduct, performance, activities of the individual are found detrimental to the interests of the organization.
- viii. Applicants, who have earlier applied in the time span of 12 months, may not apply again.
- ix. Initial engagement period of the selected candidates may be curtailed or enhanced with the approval of the Competent Authority at the time of issuing the offer of engagement.
- x. The number of positions or remuneration as indicated at Table-1 hereinabove may be decreased or increased with the approval of the competent authority, subject to requirement.
- xi. Conditions may be relaxed by the competent authority in exceptional circumstances.

**Selection Procedure**

- a. The appointment will be made on the recommendations, on the basis of written test and/or interview, of a Selection Committee constituted for this purpose.
  - b. No TA/DA will be provided for attending the interview.
2. Indian Institute of Corporate Affairs reserves the right to accept or reject any application without assigning any reasons.

**Annexure-II**

**A. Format of application for various positions on Contract basis in IICA.**

*(Applicants should submit only one application)*

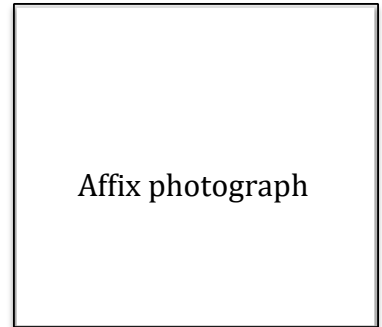
1. Sl. No. and name of the Position applied for:

2. Name of the applicant:

3. Date of birth:

4. Date of retirement under the rules, if applicable:

5. Qualifications possessed:



Essential:

Sl. No.	Name of School/Institute / University	Type of Qualification	Percentage

6. Training, if any received, which is relevant to the position applied for:

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

7. (i) Present position held, if any:

(ii) Scale of pay/ Pay Band/ Present pay:

(iii) Date from which held:

8. Details of service (in chronological order starting from the latest first) i.e. Name of position, Employer, Duration, Scale of pay/ Pay drawn, Nature of duties, Period from- to:  
(Please enclose a separate sheet)

9. Experience:

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

10. Why do you consider fit for selection to the position appliedfor?  
(in not more than 200 words )

How your past/present work and assignments will be relevant to achieve the mandate of IICA?

(in not more than 500 words )

How will your experience, academic qualification and competency be relevant to achieve the mandate of IICA in future?

(in not more than 500 words )

(Please enclose a separate sheet)

11. (i) Present office address with Pin Code  
Number: (ifany) (ii)Residential Address-

(ii) Telephone No. .... (Off.) Residence .....Mobile.....e-mail  
Id.....

12. Any other relevant  
information: Place:  
Dated:

Signature of the  
Candidate



