

**Government of India
Ministry of Corporate Affairs
Indian Institute of Corporate Affairs
IMT Manesar, Gurgaon -122052**

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F.No. IICA – 2-44/2012

Date: 08.03.2019

**WALK-IN-INTERVIEW FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN
INSTITUTE OF CORPORATE AFFAIRS**

Interested and eligible candidates are invited for walk-in-interview for various positions in Indian Institute of Corporate Affairs, purely on contractual basis. Candidates are required to report between 10.00 am and 11.00 am **on 13.03.2019 (Wednesday) at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052**. The details of eligibility conditions, remuneration, terms and conditions etc. can be downloaded from the website: www.iica.nic.in.

Sd/-

(Manager (HR) and CAO, IICA)

Note: 1. On every Wednesday Interviews are conducted at IICA for various contractual positions. Detailed advertisement for vacant positions will be uploaded in www.iica.in on every Thursday till further notification.

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:-

Sl. No.	Name of the position	Field	Category	Monthly Consolidated fee (Rs.) P.M.
1.	Chief Programme Executive (One)	Corporate Governance & Public Policy	Contractual	1 lakh - 1.50 lakh
2.	Technical Assistants (Two)	For Schools/ Centres	Contractual	35,000-40,000
3.	Senior Research Associate (One)	Corporate Governance & Public Policy	Contractual	50,800
4.	Editor (One)	Editing of Coffee Table Book on CSR	Contractual	Assignment based
5.	Designer (One)	Designing templates for Coffee Table Book on CSR	Contractual	Assignment based
6.	Senior Research Associate (Two)	School of Finance	Contractual	75000-100000 (Negotiable)
7.	Chief Program Executive	Corporate Social Responsibility	Contractual	75,000- 1lakh
8.	Consultant	Gym/Fitness Trainer	Contractual	30,800
9.	Sr. Consultant	Certified Civil & Electrical Engineer	Contractual	40,000-50,000
10.	Consultant	Company Secretary	Contractual	30,800
11.	Research Associate	Competition Law	Contractual	30,800

1. CPE- Corporate Governance & Public Policy

ELIGIBILITY

Essential Educational Qualification:

Masters degree in Management, Economics, Public Policy, Finance, Law (full time) or a qualified CA / CS / CMA with First Division (or equivalent grade).

Desirable Educational Qualification:

Ph.D/ M.Phil in Corporate Governance would be given preference.

Publication/presentation of research papers in refereed international and national journals/conferences

Work Experience:

Minimum 8 years of relevant experience

Demonstrated proficiency in computer based statistical tools and applications

Excellent verbal, written English communication skills with documentation abilities

Prior experience in research and capacity building activities, report writing, content development

Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.

Salary: Rs. 1, 00,000 to Rs. 1, 50,000 per month based on experience as per the recommendations of the selection committee.

2. Technical Assistants

Essential Qualification

Graduate in any discipline

Min. Experience : 2 years in the relevant field

- Administrative aspects of engagement of faculty
- Preparation of brochure, registration form and address for correspondence with related stakeholders and participants.
- Coordinate digital marketing plan and advertisement with other agencies (in physical and digital modes).
- Prepare a draft LMS page in Bb.
- Help in further engagement of faculty available in existing list etc, assist in payment of honorarium for faculties who have taught modules.
- Coordination for venue, programme schedule.
- Take corrective action on real time feedback on mobiles and end to end of the programme feedback.
- Filing, scanning, faxing, composing correspondences, data entry and making travel arrangements.
- Organizing meeting-schedule meetings, booking conference rooms and preparing any material needed for the appointment.
- Answer phones, create reports, maintain records and conduct research, such as updating modules.
- Continuous support to Finance Wing, office of DG&CEO, IICA and Administration wing of IICA.

3. Senior Research Associate- Corporate Governance & Public Policy

Essential Educational Qualification

Masters degree in Management, Economics, Finance, Law or a qualified CA / CS / CMA with First Division (or equivalent grade).

Desirable Qualification

Ph.D/ M.Phil / UGC NET qualification

Publication/presentation of research papers in refereed international and national journals/conferences

Experience

4 years of relevant working experience.

Skill sets required

- Excellent written and oral communications skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; round table agenda and other such requirement from time to time.
- Excellent IT skills including excel and spread sheets
- Experience of organising events, round tables, stakeholder consultations and launches
- Experience of being involved in capacity development programs, including development of training modules.
- Prior experience working with Government Organisations, Chambers of Commerce or Think Tanks is preferred.

Job Description

- Research and Scholarship
 - o Developing research proposals and projects independently and proactively
 - o To conduct and coordinate national level research projects
 - o Contribute to the process of identifying and securing new funding streams for research projects.
 - o Developing course modules and case studies for various capacity building initiatives under SoCGPP
- Liaison and Networking
 - o To collaborate actively within and outside the Institute
 - o Proactively network with government, public and private sector organisations & funding agencies with the objective of identifying new funding streams through research & consultancy projects, sponsorships and training activities.
- Planning & Organizing
 - o To organise and to participate in various conferences, workshops and roundtables.
 - o Developing periodic reports and disclosures required by the School, the Ministry and external stakeholders.
 - o To support and assist the head of school and other staff members in general administration, managing people-process-products.

4. Editor

Eligibility

- (i) Relevant Educational qualification with minimum 10 years' work experience in Editing / Communication / Story telling.
- (ii) Prior Experience of producing/ editing Coffee Table Books or similar assignments for Government / Pvt. Agencies.
- (iii) Good command over language and experience of editing in the language concerned.
- (iv) Prior Experience in editing content on Corporate Social Responsibility (CSR) will be an added advantage.

5. Designer

Eligibility

- (i) Relevant Educational qualification with minimum 10 years' work experience in designing the Books.
- (ii) Prior Experience of designing Coffee Table Books or similar assignments for Government / Pvt. Agencies.
- (iii) Think creatively and develop new design concepts / graphics / layouts.
- (iii) Prior experience of designing in Corporate Social Responsibility / development sector will be an added advantage.

6. Sr. Consultant – School of Finance

Essential Qualification:

ELIGIBILITY

Essential Educational Qualification:

Masters degree in Finance, Commerce, Management, Economics with First Division (or equivalent grade).

Essential Experience:

- i. Minimum 2 years of relevant experience in drafting research proposals / Brochure designing and capacity building activities, report writing and Demonstrated proficiency in computer based applications.
- ii. Excellent verbal, written English communication skills with documentation abilities.
- iii. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.

- iv. Ability to work independently in terms of attending meetings on behalf of the HoD.

Job Responsibilities

A. Research and scholarship:

- i. To develop research proposals and projects independently
- ii. To organise / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities.
- ii. To apply body of knowledge in appropriate research, advocacy , training activities by developing study modules, research papers & reports, concept papers etc.

B. Liaison & Networking:

- i. To collaborate actively within and outside the Institute
- ii. To develop network with government, public and private sector organizations and contribute in research & consultancy projects, sponsorships, training activities etc.

C. Planning & Organising:

- i. To plan, co-ordinate and implement the programs, training and research based work from end to end
- ii. To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders

D. Administrative and People Management Support:

To support and assist the head of school and other staff members in general administration, managing people-process-products.

- i. the impact of training on target audience and KPIs
- ii. To Develop soft skills and communication skills among the trainees along with job specific skills
- iii. Research and recommend new training methods like gamification
- iv. Gather feedback from trainers and trainees after each educational session
- v. Partner with internal stakeholders and liaise with experts regarding instructional design
- vi. Assist the Head in Module Development activities
- vii. Timely reporting of progress to the Ministry/ Funding Authority

7. Chief Programme Executive- CSR

Essential Qualification

Masters degree in Economics.

Min. Experience : 10 years in the Development field including Environment, Water Wash, Carbon Credits etc.

Work experience:

- i. Prior experience in Research, CSR & Project Assessments
- ii. Report writing and Questionnaire development
- iii. Good strong network in corporate
- iv. Excellent verbal, written English communication skills with documentation abilities
- v. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.

Job Description:

- Lead generation for CSR Project Assessments
- Developing Research Methodology & scope of work for the project
- Identification of National & International indicators as per thematic areas
- Developing and Reviewing Questionnaires
- Developing resource material on CSR Project Assessments
- Develop appropriate strategies & structure to enable corporates for impactful CSR
- Produce research based articles
- Pull out data from Secondary resources & Journals
- Inclination towards Public administration, Sociology & Economics
- Monitoring, Evaluation & Impact Assessments across verticals of Health, Environment & Wash.
- Experience of securing and delivering advocacy and consultancy services to corporates or government.
- Any other work assigned by competent authority

Desired Skills

- M. Phil in Economics will be preferred.
- Advanced knowledge of popular computer applications such as Microsoft Office (MS Word, Excel, PowerPoint) and Statistical tools such as SPSS, STATA etc
- Excellent communication skills with excellent commercial and business acumen
- Ability to work to tight deadlines and in a target driven environment
- Ability to prepare work plan for the CSR/Sustainability

8. Consultant- Gym / Fitness Trainer**Essential Educational Qualification:**

Under Graduate / Graduate in any stream and basic Fitness Certification should be completed

Essential Experience:

Min. 2 years of experience as a Gym / Fitness Trainer and should have knowledge about Gym and sports equipment.

Job Responsibilities

- i. **Manage** Gym and related equipment

- ii. Manage Sports such as Badminton, Basketball, and Billiards etc.
- iii. Assisting staff/ employees/ visitors in exercises to minimize injury and promote fitness.
- iv. Organizing related events
- v. To work in two shifts- 5 AM to 9 AM and 5PM to 9 PM.

9. Sr. Consultant- Certified Civil & Electrical Engineer

(a) Degree in Civil Engineering from a recognised University OR

I) Three years Diploma in Civil Engineering from a recognised Institute or University or Board; and

(II) Min. three years' experience in Planning, Execution and Maintenance of Civil Engineering works.

(b) Degree in Electrical or Mechanical Engineering from a recognised University; OR

(I) Three years diploma in Electrical or Mechanical Engineering from a recognised Institute or University or Board; and

(II) Min. three years' experience in Planning, Execution and Maintenance of Electrical or Mechanical Engineering works.

10. Consultant- Company Secretary

Essential Educational Qualifications:

Qualified the final examination of the Institute of Company secretary of India (ICSI).

Desirable Experience:

Should have worked in Autonomous Body, PSU, Public Sector Enterprises or Private Institutions of repute with at least 1-2 years of experience.

Should possess good communication skills

Job Responsibilities

1. Knowledge of compliance reports and Provisions of Companies Act, 1956 including latest amendments.

2. Knowledge to prepare and maintain the records of minutes of the meetings of the Board of Governors.

3. Experience to organize board meetings, to notify and apprise the board of governors on the upcoming meeting, to prepare the agenda of the meetings and maintain the minutes of meeting records for future references.

11. Research Associate- Competition Law

Essential Qualifications Educational:

A bachelor degree in law or Economics/ Business Administration or a relevant subject

Essential Work Experience:

- Minimum 1 year experience in the field academics / practice of Law /Economics/ marketing and administration.
- Prior experience in marketing and administration of academic programmes along with writing proposals for approval
- Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.
- Ability to work in multi-disciplinary teams
- Strong Communication and documentation skills.

Desirable Work Experience:

- Familiarity with working of Government Organisation shall be of added advantage.
- Experience in academic course management will be desirable.

Responsibilities:

1. Supporting senior staff in documentation/ file work/ reporting as per norms of the Government
2. Supporting senior staff in promotion of capacity building programmes launched by the School of Competition Law and Market Regulation Financial management of the activities of the School of Competition Law and Market Regulation.

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 thereof.
- 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. Interested candidates may furnish their applications while reporting for the walk-in-interview between 10.00 am and 11.00 am on **Wednesday, 13.03.2019 (Wednesday) at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052.**

3. 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:

Affix photograph

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 From To	Organisation from where received	Nature of Training received	Remarks

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 applied for?

(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: (if any)

(ii) Residential Address-

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

12. Any other relevant information:

Place:

Dated:

Signature of the Candidate