

**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: 08.02.2019

**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 13.02.2019 (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](http://www.iica.nic.in).

Sd/-

(Manager (HR) and CAO, IICA)

**Note: On every Wednesday Interviews are conducted at IICA for various contractual positions. Detailed advertisement for vacant positions will be uploaded in [www.iica.in](http://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:-

<b>Sl. No.</b>	<b>Name of the position</b>	<b>Field</b>	<b>Category</b>	<b>Monthly Consolidated fee (Rs.) P.M.</b>
1.	Chief Programme Executive (One)	Corporate Governance & Public Policy	Contractual	1 lakh - 1.50 lakh
2.	Chief Programme Executive (One)	CSR	Contractual	75,000-1 lakh
3.	Technical Assistants (Two)	For Schools/ Centres	Contractual	25,000-30,000
4.	Stenographer (One)	Schools/ Centres	Contractual	25,000
5.	Senior Research Associate (One)	Competition Law & Market Regulations	Contractual	50,800
6.	Consultant (One)	Company Secretary	Contractual	30,800
7.	Research Associate	Competition Law & Market Regulations	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. Chief Programme Executive- CSR**

### **Essential Qualification**

Masters degree in any discipline.

Min. Experience : 10 years in the relevant field

### **Work experience:**

- i. Prior experience in research, training and capacity building activities and sustainable development
- ii. Report writing and content 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:**

- The person will act as a Head of the Centre
- To develop Both long and short-term strategic business development plans to generate funds and fund raising
- Responsible for identifying new opportunities through institutional, corporate and individual channels with a special focus on CSR activities
- Co-ordination with the social/public/private sectors organizations for trainings
- Preparing consultancy proposals to the Corporates in areas of CSR/Sustainability
- Business development with the corporate sector in India and to build strong Network in development sector
- Experience of securing and delivering advocacy and consultancy services to corporates or government.
- Strong conceptual knowledge coupled with a good understanding of business realities to recommend/advise implementable strategic and organizational interventions
- 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
- Ability to communicate fluently in English, both written and spoken

- Advanced knowledge of popular computer applications such as Microsoft Office (MS Word, Excel, PowerPoint)
- Any other work assigned by competent authority

### 3. **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.

### 4. **Stenographer**

#### **Qualification:**

- Graduate in any discipline
- Able to take dictation in shorthand and typing the same, drafting letters and documents
- Should possess good English speaking and writing skills.

#### **Experience**

#### **Essential**

1. Two to four years' experience in work relating to stenography and typing in offices under social sector/corporate sector/universities/ research organization **OR** having experience of working as a Personal Assistant.
2. Good knowledge of MS excel, word and PPT.

## **Job Responsibility**

1. Working independently under the guidance of the concerned HoD.
2. Ability to manage filing of papers/documents and support the Centre Head in generating documents/proposals/presentations/ file notes
3. Good IT skills
4. Good communications skills in English and Hindi.
5. Any other task as assigned by the senior officials.

## **5. Senior Research Associate – School of Competition Law & Market Regulation**

### **Qualifications:**

Essential Educational Qualifications:

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

### **Desirable Qualification**

LLM/ UGC NET qualified.

### **Work Experience:**

Essential Work Experience/ professional requirements:

- i. Minimum 3 years of relevant experience
- ii. Prior experience in research and teaching/ capacity building activities, report writing, content development.
- iii. Experience to run/coordinate an academic course management.
- iv. Excellent verbal, written English communication skills with documentation abilities
- v. Demonstrated proficiency in computer based statistical tools and applications
- vi. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.

### **Desirable Work Experience:**

Familiarity with working of Government Organisation would be of added advantage.

### **Responsibilities:**

Skill sets required for execution of responsibilities allotted

#### **I.Academic Programme Management:**

- i. To independently manage long and short term academic programmes of the School
- ii. To liaison with internal and external faculty members/ clients

- iii. To coordinate logistics for successful conduct of academic programmes with the assistance of support staff

## **II. Research:**

- i. To identify sources of funding and develop research/ project proposals independently.
- ii. To conduct and deliver collaborative / individual research projects
- iii. To apply body of knowledge in appropriate research, advocacy, training activities by developing study modules, research papers & reports, concept papers etc

## **III. Advocacy, Liaison & Networking:**

- i. To collaborate actively within and outside the Institute.
- ii. To develop network with government, public and private sector organizations & funding agencies for identifying sources of funding / income through research & consultancy projects, sponsorships, training activities etc.
- iii. To organise / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities

## **IV. Administrative and People Management Support:**

- i. To plan, co-ordinate and implement the programs, training and research work from end to end.
- ii. To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders.
- iii. To support and assist the school in general administration, managing people-process-products.

## **6. 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.

## **7. Research Associate- Competition Law & Market Regulations**

### **Qualifications:**

#### **Essential 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.
- Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.
- Experience in academic course management.
- Ability to work in multi-disciplinary teams.
- Strong Communication and documentation skills.

#### **Desirable Work Experience:**

- Prior experience in marketing and administration of academic programmes along with writing proposals for approval.
- Familiarity with working of Government Organisation shall be of added advantage.

#### **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, 13.02.2019 (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
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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		Organisation 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 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