

**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: 09.03.2021

VACANCY FOR FREELANCER/ GIG CONSULTANT IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited to submit applications for Gig Consultant in Indian Institute of Corporate Affairs. The details of eligibility conditions, remuneration, terms etc. can be downloaded from the website: www.iica.nic.in. **An online Interview is being conducted on every Wednesday.**

2. Interested and eligible candidates can forward their CVs at gauri.iica@gmail.com.
3. One candidate can apply for one position at a time.
4. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
5. The position shall remain open until any suitable candidate is selected.
6. If number of applications received is high in number and if it is not possible to call all eligible candidates for interview, the Institute will further shortlists the candidates based on higher experience in the relevant fields or candidates with higher educational qualification as the case may be.

Sd/-
Administrative Officer

S.no.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) Per hour	Status
1.	Gig Consultant/ Freelancer- Researcher (One)	Graduate Insolvency Program Sectt.	Freelance basis	Rs. 500/- to Rs. 1,000/- Per hour.	Open

JOB DESCRIPTION

Gig Consultant/ Freelancer for Research

Qualification:

- LLB and LLM
- 3 years work experience in proven Research in Insolvency, preparing policy papers, publish research papers of high quality.

Role/Duties:

- Preparing Research Projects preferably on Insolvency.
- Writing Books/ chapters in Books
- Giving policy Inputs.
- Conducting Conference and Webinars.
- Any other work assigned by senior officers

Skills Required:

1. Possess excellent and professional Report writing skills in English.
2. Search, identify, manage, assimilate, summarize information.
3. Creative and innovative in articulating news, information, events, converting insights from experienced professionals in the form of a study or a report.

Other Terms and Conditions:

1. The Gig Consultant/ Freelancer would be paid Rs. 500/- to 1,000/-Per hour.
2. Minimum time to devote every week – 40 hours.
3. The Gig Consultant/ Freelancer would be required to fill in the Daily work Report, which shall be further evaluated/approved by the faculty, concerned before payment is made

Annexure-II

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

(Applicants should submit only one application)

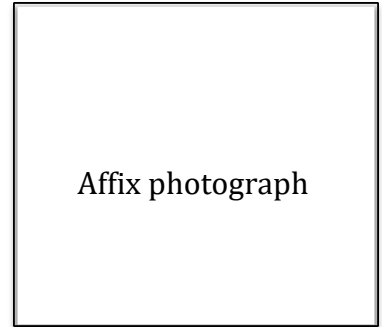
1. Sl. No. and name of the Position applied for:

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:

(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