



Indian Institute of  
Corporate Affairs

Partners in Knowledge. Governance. Transformation.

Indian Institute of Corporate Affairs,  
(Ministry of Corporate Affairs)  
Plot No.6, 7 & 8, Sector-5,  
IMT Manesar, District-Gurugram  
PIN-121 052 (Haryana)  
Tele: 0124-264 0000; Fax: 0124-2291036

## FILLING UP OF ACADEMIC POSITIONS ON DEPUTATION/CONTRACT/ DIRECT RECRUITMENT BASIS IN IICA

Indian Institute of Corporate Affairs (IICA), Manesar has been established as an autonomous institution and been registered under the Societies Registration Act, 1860 (21 of 1860) by Ministry of Corporate Affairs (Government of India). The institute campus, spread across a sprawling 14-acres, has state-of-the art infrastructure. Its main building is eight stories high and is eco-sensitive. The campus has residential blocks, hostel facilities for staff and students, recreational centre, a well-stocked library, an in-house auditorium and an efficient knowledge management system. The IICA proposes to fill up 1 (One) academic position in the disciplines of Corporate Governance and Public Policy from amongst outstanding and competent scholars/researchers.

### POSITIONS AVAILABLE & OTHER DETAILS:

Brief details containing number of posts, pay-scales, reservations applicable etc. for the posts proposed to be filled are as given below:

S. No.	Name & No. of Posts	Pay Level in Pay Matrix (Pre-revised Scale)	No. of Posts	No. of posts reserved
1.	Professor (Corporate Governance and Public Policy)	Academic Pay Level - 14 [Rs.1,44,200-Rs.2,18,200] UGC Scale [Pre-revised PB-4, Rs.37400-67000 + Grade Pay Rs.10,000]	1	UR-01

### SUBMISSION OF APPLICATIONS:

Candidates desirous of applying for the aforementioned positions on Deputation/Contract/Direct Recruitment Basis are advised to satisfy themselves that they fulfill the educational qualifications and experience criteria prescribed for the post/(s) against which they intend to apply.

- Please read carefully the detailed instructions appended to this vacancy notification.
- The applications in the prescribed proforma along with requisite documents should reach "**Administrative Officer, Indian Institute of Corporate Affairs**, Plot No.6,7&8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122052 [e-mail: [hr@iica.in](mailto:hr@iica.in)] by **20.08.2019 [Tuesday] till 6.00 P.M.** positively. The applications received after the closing date/time shall not be entertained.

## Annexure-I (A)

### A. Professor [Corporate Governance & Public policy]

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Professor [Corporate Governance & Public policy]
2.	No. of position/(s) & Reservation	:	01 (One) <b>[Un-reserved]</b>
3.	Scale of Pay/Pay Matrix/ Consolidated remuneration/fee	:	Academic Pay Level - 14 [Rs.1,44,200-Rs.2,18,200] UGC Scale [Pre-revised PB-4, Rs.37400-67000 + Grade Pay Rs.10,000]
4.	Mode of Recruitment	:	Direct Recruitment failing which by Deputation/ Short Term Contract/Transfer
5.	Educational Qualifications & Experience required	:	
6.	Direct Recruitment / Deputation / Short Term Contract / Transfer	-	<p><b>Educational Qualification:</b></p> <p>Ph. D with 55% in the preceding degree or equivalent in the relevant field.</p> <p><b>Experience:</b></p> <p>10 years' experience in teaching at Graduate/Post Graduate or in Industry in the relevant field or related discipline ii) publication of research papers in National or International journals and experience of conducting sponsored research projects/training programs.</p>
7.	Age limit <b>(As on closing date)</b>	:	Direct Recruitment - 45 to 65years; Deputation - (Age per UGC Norms)
8.	Brief description of the functions School of Corporate Governance & Public Policy (SoCG&PP)	:	The School of Corporate Governance & Public Policy aims to provide the knowledge and expertise to meet the challenges of inclusive and sustainable corporate operation and growth. With the focus shifting from regulation to delivery, the school aims to create capacity to render advice on systemic reforms on one end as well as improve service delivery at the other end. This includes the study of the management of regulatory and administrative systems of the Ministry and its field officers on an on-going basis with a view to continuously improving these systems.

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INSTRUCTIONS AND GUIDELINES TO CANDIDATES

1. **CITIZENSHIP:** Applicant must be an Indian Citizen.
2. **AGE LIMIT:** The age limit of the posts has been given in Annexure-I (A) of the document “**Invitation of applications**” on previous pages. For certain age relaxation admissible to various categories, please go through instruction No.5 below.
3. **MINIMUM EDUCATIONAL QUALIFICATIONS:** All applicants must fulfill the essential minimum educational qualifications required for the post and other conditions as stipulated in Annexure-I (A) of this vacancy Notice. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the posts applied for.

**Note I:** The prescribed essential qualifications are the minimum and mere possession of the same does not entitle the candidates to be called for the presentation and/or Interview.

**Note II:** The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach self attested copies of the Certificates including mark sheets in support thereof.

**Note III:** In support of Educational Qualifications, mere submission of the mark sheets alone in lieu of Degree/Diploma/Certificates will not be accepted by the IICA.

**Note IV:** The provisional claim whatsoever in regard to eligibility criteria for the post/(s) will not be accepted by the IICA.

**Note V:** The crucial date of determining the eligibility, educational qualifications, experience and age limit prescribed for the various positions mentioned in Annexure-I (A) shall be the last date prescribed for submission of applications in this vacancy notice.

**Note VI:** Only post qualification (as prescribed) experience would be taken as relevant experience indicated in Annexure-I (A).

**4. AGE RELAXATION:**

In accordance with the extant instructions and orders issued by the Govt. of India from time to time, the upper age limit is relaxable in the following cases:

- i) **5 years** for persons belonging to Scheduled Castes/ Scheduled Tribes in respect of the posts reserved for them.
- ii) **3 years** for person belonging to Other Backward Classes (OBC) in respect of the posts reserved for them.

- iii) **10 years** for Differently Abled Persons (15 years for SC/ST candidates and 13 years for OBC candidates).

## 5. DEPUTATION AND TERMS & CONDITIONS:

Candidates who are already working in Central/State Governments, Statutory/Autonomous Bodies, Universities, Public Sector Undertakings, Semi-government Bodies etc. can also apply on deputation/deputation on foreign service terms. The terms and conditions of deputation/deputation on foreign-service terms including upper age limit in such cases for deputation shall be governed by Department of Personnel & Training (DoPT) O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended/clarified from time to time.

## 6. HOW TO APPLY

Candidates must carefully read the instructions and apply only in the prescribed Application Format given at **Annexure-III**, which can also be downloaded from the website of IICA at [www.iica.nic.in](http://www.iica.nic.in).

- ii) The application should be submitted strictly in accordance with the prescribed format. Any alternations/cuttings/over-writing should be duly countersigned by the Candidate.
- iii) Before filling in the application form, the candidate must be sure of fulfilling the eligibility criteria with respect to age, educational qualifications and experience etc. for the post being applied for. His/ her candidature shall stand cancelled in case the candidate does not fulfill the eligibility criteria and/or has furnished incorrect/false information/certificate/documents or has suppressed any material fact/(s).
- iv) The institute will communicate only with shortlisted candidates. The shortlisted candidates would be called for making presentation and/or interview before the duly constituted selection committee which shall be held at IICA Campus, Manesar/New Delhi on a date/time which will be communicated separately.
- v) The applications, complete in all aspects must reach the **“Administrative Officer, Indian Institute of Corporate Affairs, Plot No.6,7 & 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122 052** on or before the prescribed closing date. The applications received after last date/time prescribed shall not be entertained.

**Note I:** Candidates should clearly note that the IICA will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. The applications received after the prescribed last date/time will **NOT** be entertained under any circumstances and all such applications will be summarily

rejected. Candidates should, therefore, send their application/(s) so as to reach IICA's on or before the prescribed last date/time.

**Note II:** Candidates can also deliver their application/(s) in person at the Reception of Indian Institute of Corporate Affairs (IICA), Plot No.6,7 & 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122052 under proper acknowledgement.

**Note III:** Applications received through couriers or courier services of any type shall be treated as having been received 'BY HAND' at the IICA's Reception.

- vi) Candidates are requested to super scribe the words "**APPLICATION(S) FOR THE POST OF \_\_\_\_\_**" on the top of the Envelope while sending the application.
- vii) Any dispute arising out of this recruitment process shall be subject to the sole jurisdiction of the Courts in Haryana.

## **7. CERTIFICATE/(S) TO BE ATTACHED:**

Candidates should note that they should attach with their application self attested copies of the following documents:

- (i) Matriculation or equivalent certificate in support of their declaration of age;
- (ii) Degree or Diploma Certificate or other certificate including mark-sheets in support of their educational qualifications;
- (iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated;
- (iv) Certificate/(s) from the Head/(s) of Organization/(s)/Department/(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, as the case may be. The certificate/(s) should also mention the nature of duties performed/experience obtained in the post/(s) with duration/(s). These certificates should be issued on Letter Head and duly stamped by the Competent Authority.
- (v) A candidate belonging to Scheduled Castes or Scheduled Tribes has to submit an attested copy of a certificate in the prescribed form issued by the Competent Authority in support of his/her claim.
- (vii) A candidate who claims to belong to one of the Other Backward Classes has to submit in support of his/her claim an attested copy of a valid certificate in the prescribed form issued by the competent authority specified by the Govt. in their O.M. No. 36012/22/93-Estt. (SC) dated 22.10.93. OBC Certificate should have been issued not earlier than one year of the date of determining the eligibility. Candidate

seeking reservation as OBC has to submit a declaration in the prescribed format that he/she does not belong to the creamy layer as on last date for submission of the application, in addition to the community certificate (OBC).

**NOTE:**

- I. ORIGINAL CERTIFICATE(S) SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF PRESENTATION AND/OR INTERVIEW.**
- II.** Candidate should note that the date of birth only as recorded in the Matriculation, Higher Secondary Examination Certificate or an equivalent certificate will be accepted by the IICA and no subsequent request for its change will be considered or granted.
- III.** If copies of the above certificates are not received with the application, it will be rejected and no appeal against its rejection will be entertained.

**8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

Candidates must not furnish any particulars that are false or suppresses any material information in filling up the application form. Candidates must also not furnish the certificate(s)/document(s) having any correction or alteration or any tampering in a document or its attested copy submitted by them. If there is any inconsistency between two or more documents or their attested copies, an explanation regarding such inconsistency should be submitted.

**9. OTHER INFORMATION/INSTRUCTIONS:**

(i) All Candidates, whether in Government service or in Government owned industrial or other similar organizations and applying on Direct Recruitment basis, may submit their applications directly to IICA. However, they are required to submit a declaration that they have informed, in writing, to their Head of Office/Department that they have applied for the post against this vacancy notice. If any candidate forwards his application through his employer, he should ensure that at least an advance copy should reach IICA by the closing date/time; otherwise, it is likely to be rejected. Such Candidates will, however, have to submit a certificate, duly signed by their employer, in prescribed format at **Annexure-IV** at the time of presentation and/or interview. The candidates in private sector employment may submit their applications directly to the IICA provided they are otherwise eligible.

(ii) Candidates must present themselves at such place, as may be fixed by the Commission for presentation and/or personal interview as and when required. The IICA does not defray payment of any expenses by the candidates called for presentation and/or interview except AC-III fare in mail/express trains by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he/she will actually perform the journey or the amount of fare

actually incurred by the candidate, whichever is less. Details of such expenses may be furnished at the time of interview for reimbursement.

(iii) Candidates who intend to apply against any post on deputation/ deputation on foreign service terms should get their applications forwarded **through Proper Channel** along with attested copies of ACRs/APARs of the last 5 years (duly attested by an authority not below the rank of Under Secretary to the Government of India) with following certificates in prescribed format at **Annexure-V**:

- (a) Vigilance Clearance;
- (b) Certificate that no Minor/Major penalty has been imposed;
- (c) Integrity Certificate (duly attested by Administration Authority);
- (d) Cadre Clearance.

(iv) Candidates must be of sound health. If selected, they will have to undergo such medical examination and satisfy such medical authority as the IICA may require.

(v) Appointment of finally selected candidates would be subject to satisfactory report about his/her Character and Antecedents by the District/Police authorities, verification of caste/tribe and class certificate, wherever applicable, and completion of other pre-recruitment formalities to the complete satisfaction of the IICA.

(vi) No interim correspondence or personal enquiries shall be entertained by the Institute. The IICA, on conclusion of recruitment process, will publish the final results on its web-site. IICA will, therefore, not entertain any query regarding recruitment/selection process in the intervening period. Further, IICA will not enter into any correspondence with the candidates about reasons for their non-selection.

(vii) Canvassing in any form will disqualify the candidate.

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**Annexure-III**



Indian Institute of Corporate Affairs,  
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Plot No.6, 7 & 8, Sector-5,  
IMT Manesar, District-Gurugram  
PIN-121 052 (Haryana)  
Tele: 124-264 0000 Fax:124-2291036

**APPLICATION FORM**

NAME OF THE POST APPLIED FOR: \_\_\_\_\_

The Application form should be filled in by the candidate in his/her own hand writing neatly and legibly in **BLOCK CAPITALS** only. Separate sheets may be attached wherever the space in a column is found inadequate.

Note: A. Attach separate sheets in case of insufficient space in any column

B. Attach only copies of the qualifying degree(s)/certificates

Photograph  
of the  
candidate  
(self attested)  
3cm. × 5 cm.

1. Candidate's Name: \_\_\_\_\_  
(In BLOCK LETTERS)

2. Father's/Husband's name  
\_\_\_\_\_

3. Date of Birth (DD/MM/YYYY):  
\_\_\_\_\_

4. Age as on (Closing Date) :( Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days) \_\_\_\_\_

5. Nationality:  
\_\_\_\_\_

6. (a) Category (Please Tick) : UR/SC/ST/OBC

(b) Do you wish to avail the benefit of reservation: Yes/No

(c) If yes, please enclose attested copy of a certificate  
in support thereof.

7. Marital Status: \_\_\_\_\_ -  
\_\_\_\_\_



8. Sex (Male/Female):

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9. Permanent residential:

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Address

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State \_\_\_\_\_ District \_\_\_\_\_

PIN \_\_\_\_\_

10. Address for correspondence:

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District \_\_\_\_\_  
State \_\_\_\_\_

PIN \_\_\_\_\_

11. (a) Telephone No. (With STD Code):

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(b) Mobile No.:

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(c) Fax No. (With STD Code):

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(If any)

12. E-Mail address:

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13. (a) Present Employer :

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(b) Status of Present employer:

(i) Central Government

(ii) State Government

(iii) Autonomous Organization

(iv) Public Sector Undertaking (PSU)

(v) Others

(c) Present post held

\_\_\_\_\_

(d) Complete postal address of \_\_\_\_\_  
employer \_\_\_\_\_

14. Educational Qualifications (From matriculation onwards):

S. No.	Examination & School/College/Institute	University/ Board	Year of Passing	Division/ Grade	Percentage of marks	Subject (s)

**(Attach a separate sheet if required)**

15. Membership in Professional bodies (If any): \_\_\_\_\_

16. Details of publications [Peer reviewed national and international journals, Chapters in Books, Books] of the candidate [*Publications in newspapers and popular magazines will not be considered*]

S. No.	Title of the paper/ book	Year of publication	Details of Publication	Details of co-author/s, if any	Subjects

17. Academic Experience (In chronological order)

S. No	Name of the Institution/ Organization	Post held	Pay Scale	Nature of appointment (permanent/ ad-hoc/ temporary)	Period		Nature of work	Last Basic Pay (in Rs.)	Reason/ (s) for leaving
					Form	To			
Total Academic Experience					Years .....Months....				

*(Attach a separate sheet if required)*

18. Industry/ Professional experience

S. No.	Name of the Institution/ Organization	Period		Designation	Fulltime/Part-time	Reason/ (s) for leaving
		Form	To			
<b>Total Industry/Professional Experience</b>		<b>Years..... Months.....</b>				

*(Attach a separate sheet if required)*

19. Details of Training, Seminar/Workshop, if any, attended by the candidate

S. No.	Details of Seminar/ workshop	Duration		Organized by	Candidate's contribution
		From	To		

20. Details of the present post held [To be filled by candidates applying on deputation basis]

- (i) Present post held :
- (ii) Full scale of pay :
- (iii) Present pay :
- (iv) Date from which held :
- (v) Date of retirement under the applicable rules:

20.1 Is the present post an analogous post in terms of DOP & T Office Memorandum No. 19017/27/ 75-Estt.(D) dated 07.03.1984:

21. (a) Language(s) known :  
 (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_

(b) Proficiency : (i) Read/Write/Speak (ii) Read/Write/Speak (iii) Read/ Write/ Speak

22. Achievement  
(s)/Award(s): \_\_\_\_\_

23. Extra-curricular activities:  
\_\_\_\_\_

24. Hobbies:  
\_\_\_\_\_

25. Any other information:  
\_\_\_\_\_  
\_\_\_\_\_

26. Name and address with telephone numbers of two references  
**(other than relatives)**

1.

2.

27. Please enclose a write-up justifying your suitability for the post you have applied (in not more than 200 words, preferably in bullets).

28. I, do hereby declare that-

- i. In view of the information submitted above, I am eligible for the post applied for.
- ii. I have never been punished or been convicted by any Court of Law for any offence.
- iii. There are no criminal proceedings contemplated / pending against me.
- iv. I have never been punished / debarred by any Central / State Government, Statutory / Autonomous Body and the IICA in past for appearing in any examination.
- v. All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment/selection forfeited. I have carefully read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

**Annexure-IV**

**Note: Candidates already employed in Central/State Governments, Autonomous Bodies, PSUs etc. must submit the following certificate, duly signed by their employer agreeing to release them in case finally selected in the IICA, at the time of presentation and/or interview.**

**CERTIFICATE FROM EMPLOYER**

- i) Certified that Shri/Ms. \_\_\_\_\_ holds a permanent/temporary post of \_\_\_\_\_ under the Government/Organization since\_\_\_\_\_.
- ii) Certified also that he/she has submitted his/her application to this department/ office on \_\_\_\_\_ and his/her pay is \_\_\_\_\_.
- iii) Certified also that Shri/Ms. \_\_\_\_\_ will be released immediately in case of his/her selection in the IICA.
- iv) The information given by Shri/Ms. \_\_\_\_\_ in the application form has been verified with reference to his/her service record and is found correct.
- v) No disciplinary case is either pending or being contemplated against Shri/Ms\_\_\_\_\_.

Date:

Signature of the Head of the  
Office/Head of Department with  
official Seal

Place:

**Certification by the Employer/Cadre Controlling  
Authority**

*(Applicable in respect of those who are presently working in Govt. Service, Semi-Govt., Autonomous Body, PSU etc. and applying on deputation basis)*

**CERTIFICATE FROM EMPLOYER**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. \_\_\_\_\_.
- (ii) His / Her integrity is certified.
- (iii) His/ Her CR Dossiers in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No Major / Minor penalty has been imposed on him / her during the last 10 years ORA list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed, as the case maybe.

Date:

Signature of the Head of the  
Office/Head of Department with  
official Seal

Place: