

**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: 02.06.2023

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.

2. Interested and eligible candidates can forward their CVs at hr@iica.in/ gauri.raina@iica.in
3. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
4. The last date to accept application is 23.06.2023. Interested and eligible candidates may send their applications alongwith copies of certificates/testimonials/experience certificates to Administrative Officer, Indian Institute of Corporate Affairs, P-6, 7 & 8, Sector-5, IMT Manesar, Distt. Gurugram-122052 on or before due date till 6 PM or email at hr@iica.in. Incomplete applications/without supporting documents shall be outrightly rejected.
5. 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

The engagement will purely be on contractual basis initially for a period of one year, if otherwise not extended or curtailed. However, during initial three months, the performance of the candidate will be reviewed and the engagement shall further be continued to one year, subject to satisfactory performance. 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:-

S.No.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) P.M.
1.	Chief Program Executive (One)	E-MBA [School of Finance]	Contractual	1,25,000/-
2.	Chief Program Executive (One)	Graduate Insolvency Program Secretariat	Contractual	,80,000/-
3.	Senior Research Associate- Online Assessments (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	75,000/-
4.	Senior Consultant (One)	Finance Division	Contractual	50,000/-
5.	Research Associate (One)	School of Corporate Governance & Public Policy	Contractual	50,000/-
6.	Consultant L-1 (One)	Front Office Executive	Contractual	30,000/-

JOB DESCRIPTION

1. Chief Program Executive – E-MBA [School of Finance]

Essential Qualification:

- Master's Degree in management, finance, commerce, economics or related field
- CA, CS, CMA with relevant experience may also apply

Essential Experience:

- Minimum 3 years' experience in reputed management institution, think tank etc. with similar job profile as advertised

Desirable Qualification:

- M Phil / PhD in management, finance, commerce, economics or related field
- UGC NET / JRF in management, commerce, economics or related field

Desirable Experience:

- Prior experience in academic administration and research
- Designing of post-graduate programs and courses
- Marketing and delivering post-graduate programs or courses
- Running executive education programs
- Track record of research/publication on the subject in reputed journals

Key Job Responsibilities:

- Academic and research support to the Executive MBA programme
- Content development, articles, reports, knowledge products etc on corporate affairs and management related topics
- Undertaking research on contemporary corporate affairs and management issues
- Organising webinars, conferences, panel talks on corporate affairs and management related topics
- Develop and launch periodicals like newsletters, journal etc
- Coordination with faculty / experts and with participants
- Handling online courses / classes through Learning Management System (LMS)
- Social Media Management of activities related to Executive MBA Programme
- Preparing periodical progress reports and coordination with partner institution (IIM Jammu)
- Any other duties assigned by the Head, School of Finance

2. Chief Programme Executive- GIP Sectt.

Essential Qualification

- Master's degree in any subject.

Desirable Qualification-

Phd/ M.Phil/ UGC Net

Experience

- Minimum 5 years work experience with at least 2-year experience (academic and/or practice) with a think tank, academic institution, consultancy or advisory body;
- Prior experience of curriculum design, programme management is desirable.
- Computer literate and experience in database navigation and should be well-conversant with MS Office applications.

Key job responsibilities:

- Chief Programme Executive/Programme manager will work under the overall supervision of the Head CIB for smooth functioning of the programme

The primary head of responsibilities include:

- Facilitating lectures, workshops and seminar in relation to GIP.
- Obtaining government approvals / sanctions for various approvals.
- Preparing budgets and annual reports including audit reports.
- Issue of administrative orders/instructions where required by the Secretariat.
- Overall supervision of welfare and discipline.
- Handling of training grant for procurement and distribution of stores, honorarium and other related expenditures.
- Keeping a master ledger to keep proper records of all documents and file.
- Perform any duties assigned from time to time by the Head (CIB).

General Coordination

- All admin arrangements including security clearances for field tours, issue of movement orders and drawl of TA/DA advances, mess coordination, programme coordination.
- Allocation of office and residential accommodation for staff and course members.
- Arrangements of training related internal functions and events, including visit from foreign delegates.
- Oversight and supervision of functioning of the GIP secretariat
- Coordination issue of weekly time table.
- Supervising of administrative responsibilities such as arrangements of visiting faculties and their required logistic support, IT facility for the programme
- Updation of social media pages
- Liaise with the Knowledge Resource Centre for any documents/ paper / magazine/ newspaper/gifts to be preserved pertaining to its historical value.
- Any other task assigned by Head CIB.

Skills:

Excellent communication skills

Strong networking skills

Mature attitude with a capability to discuss business issues

Good leadership skills.

Confident and self-motivated

Friendly personality and team player

Good attention to detail

Ability to write detailed follow-up notes for business reporting

Experience of marking educational courses

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. Senior Consultant- Finance Division

Essential Educational qualification:

CA PCC qualified or CA qualified or equivalent.

Work Experience:

Five years of experience in books finalization, stat and internal audit, MIS, GST Returns, TDS Returns, preparing various reconciliations including 26 AS, BRS, expert knowledge in Tally ERP 9 etc. Knowledge of Accounting Standards and other related laws is essential.

Desirable:

Experience of overall management of Books of Accounts at managerial/ supervisory level. The Selection Committee may relax any of the conditions for deserving candidates.

5. Research Associate- School of 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).

Experience

- A minimum of 3 years of relevant work experience
- Excellent written and oral communications and presentation skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; program/course agenda etc
- Excellent IT skills including excel and spread sheets
- Experience of organising events, round tables, stakeholder consultations, conferences, seminars and training programs
- 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

- Developing research proposals and coordinate projects independently and proactively
- Contribute to the process of identifying and securing new areas of capacity building of professionals in corporate governance leading to developing new courses, short term programs and their positioning and marketing thereof
- Liaison and networking with corporate sector and professionals for generating interest in the programs of the school for self sufficiency of the programs.
- 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.
- To organise and to participate in various conferences, workshops and roundtables.
- Developing periodic reports and disclosures required by the School, the Ministry and external stakeholders.
- To support and assist the head of school and other staff members in general administration, managing people-process-products.

6. Consultant L-1 (Front Office Executive)

Essential Qualification-

- i. Candidate must be Graduate.
- ii. Must be a certified Front Office Executive i.e. a Certificate Holder in Front Office.
- iii. Good Knowledge of office management procedures and systems.
- iv. Proficiency in MS Word, Excel and Powerpoint.

Work Experience-

At least 2 years of experience in the capacity of Front Office Executive/ Receptionist.

Skills:

- i. Interpersonal skills;
- ii. Excellent communication skills;
- iii. Multitasking.

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 Consultant shall not be permitted to apply for any position internally or outside IICA till his/her contract is valid or before 02 years of joining to the existing position (in case the contract has provision for extension after one year of initial engagement) whichever is later. In case consultant wishes to apply internally for another position, he/she will be required to terminate the present contract with IICA.
- vi. The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- vii. 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.
- viii. 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.
- 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. The Annual increment will be on renewal of every extension as per the Increment Policy of the Institute.
- xii. 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-

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

12. Any other relevant information: Place:

Dated:

Signature of the Candidate