

**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

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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 as indicated against each posts. 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.	Last date to accept applications
1.	Senior Research Associate (One)	School of Business Environment	Contractual	75,000/ -	18.05.2023
2.	Research Associate (One)	IEPF Secretariat	Contractual	70,000/ -	25.05.2023
3.	Consultant (One)	School of Competition Law & Market Regulation	Contractual	40,000/ -	25.05.2023
4.	Consultant (One)	Finance Division	Contractual	30,000/ -	25.05.2023
5.	Consultant – Admn. (One)	Graduate Insolvency Program Secretariat	Contractual	30,000/ -	25.05.2023

JOB DESCRIPTION

1. Senior Research Associate- School of Business Environment

Essential Qualification

Master in Management / Social Work / Environment / Sustainability Science / ESG / allied disciplines.

Essential Experience

Minimum two years' work experience with Academic Institution, Corporate, Think Tank, International Organization in the areas of Sustainability / Responsible Business.

Desirable Qualification

- Trained / Certified in Sustainability related key standards i.e. GRI / ISO / SASB / BSCI / IR or any other relevant standard
- Doctorate in ESG / Sustainability / CSR / other relevant topic;

Desirable Experience

- Experience in primary and secondary Research with analytical ability, and producing quality reports.
- Experience in ESG, Gender equality, POSH, Labour Rights, business and human rights related projects
- Experience in designing and conducting MDPs

Skills set required:

- Analytical thinking and scientific approach
- Excellent written and verbal communication skills in English language
- Timely completion of key action items with self-monitoring and timely compliance to key deliverables of the projects
- Good Inter-personal skills and team spirit

Key Job Responsibilities

- Research on specific sustainability standards, identifying the gaps and challenges, proposing course corrections in Indian context;
- Detailed analysis of BRSR disclosures from companies.
- Preparing reports as per project requirements with accuracy and required quality;
- Conducting Research on issues pertaining to Sustainability / Non-financial reporting / ESG Audit / Assurance
- End to end management of the academic programmes of the School of Business Environment and manage the Online Learning Management System (LMS)
- Manage the marketing and promotional activities to onboard the participants for different programmes, responding to calls and emails, social media and digital marketing etc.
- Coordination with different programme partners
- Any other task assigned by the Head, SOBE, IICA
- This position requires immediate joining.

2. Research Associate- IEPF Secretariat-

A. Essential Qualification:

Master's degree in Finance, Economics, Management (preference for candidate with aptitude for using statistical tools and statistical programming).

B. Desirable Qualification:

- Ph.D/M.Phil/UGC NET qualification.
- Publication / presentation of research papers in refereed international & national journals / conferences.
- Post Graduate Diploma/ Program/ Certificate Course in financial literacy and areas connected to investor education and building awareness of investor and similar activities connected to financial literacy.

C. Experience

- i. At least 2 years' work/research experience in related field (Prior experience in activities specific to items given in the "Responsibilities" stated below is desirable)
- ii. Demonstrated proficiency in computer based statistical tools and applications (Prior experience or training in data science/ statistics is preferred)
- iii. Excellent verbal, written English communication skills with documentation abilities.
- iv. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks is an asset.

D. Responsibilities

To support and assist the Chair Professor in the following activities-

- A. Conducting Research (doctrinal/empirical), survey, etc. on contemporary issues related to investor education and protection like:
 - i. Evidence basis for targeting efforts and designing approaches.
 - ii. Evaluation and measurement of investor awareness programs
 - iii. Identifying needs and priorities specific to local culture and demographics.
 - iv. Identifying reasons for popularity of investment schemes such as Ponzi Schemes, collective investment schemes etc.
 - v. Identifying disaggregated interventions that would improve decision making an investment at family/individual level across different social-economic classes.
 - vi. Conducting longitudinal surveys to get a better grasp of investor's behavior and attitudes over long term etc.
 - vii. Any other area of financial education/inclusion and investor protection
- B. Identifying and disseminating global best practices in the area.
- C. Developing knowledge products, booklets, case studies, etc. related to investor/financial education and investor protection.
- D. Publishing in the form of books, monographs etc. to meet the existing knowledge gap and the result of the studies conducted by the chair.
- E. Organizing workshops/conferences/seminars/webinars/summer schools, etc. on issues related to investor/financial education and investor protection
- F. Collaborating with reputed institutes (national and international) for knowledge exchange.

3. Consultant- School of Competition Law & Market Regulation

Eligibility Criteria

Good academic record with at least 55% marks (or an equivalent grade on a point scale wherever the grading system is followed) at the Graduation level in Law from an Indian University, or an equivalent degree from an accredited foreign university.

Desirable qualifications:

Sustained record of high-quality research publications and having the work experience in Government Sector / autonomous bodies, think tanks, ministries etc.

(Preference would be given to the candidates having degrees from accredited Foreign Universities or National Law Universities)

Roles and Responsibilities

- Assisting in research work in Competition Law and Sectoral Regulations.
- Assisting in training programmes / road shows, talk series programs etc.
- Assisting the Head and other officials of the School.
- Participating in advertising the programs offered by the School.
- Assisting the School in offline and online courses etc.
- Preparation of notes sheets and file-related work.
- Coordinating with HR, Finance and Administration.
- Coordinating with the students, delegates and sponsored candidates of the Offline and Online courses of the School including the Government departments for nominations and any further assistance.
- Any other work entrusted by the Head & other officials of the School.

4. Consultant- Finance Division

Essential:-

- BCOM/ BBA/ MCOM/ MBA from any recognized University and post qualification experience of two years.

Desirable :-

- Knowledge of Tally/ SAP or any other ERP system, well versed with MS Excel and MS word.

5. Consultant- Admn.- GIP Sectt.

Eligibility

- Graduate in any discipline

Experience

- Minimum 2 – 3 years relevant work experience including retired persons.

Key job responsibilities:

- Maintaining and initiating File movements, documentation and records;
- Coordinating with IICA Administration to arrange for accommodation, transport and logistics;
- Coordinating with Finance Dept. for Timely payments;
- Any other task as assigned from time to time.
- Be responsible for record keeping-
- Identification, procurement and control of training related inventories
- Preparation of Admission and Training brochures with the help of social media team
- Care, custody and computerization of all training records and unclassified documents including evaluation of guest speakers.
- Care and control of classified training documents.
- Proper audio recording of lectures and of the question and answers sessions (except lecture which are classified or requested by speakers not to record).
- Any other task assigned by Head CIB.

Skills:

- Good administrative skills

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 there of.
- 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. 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.
- ix. 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.
- x. The Annual increment will be on renewal of every extension as per the Increment Policy of the Institute.
- 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. 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