

**Government of India  
Ministry of Corporate Affairs  
Indian Institute of Corporate Affairs  
IMT Manesar, Gurgaon -122052**

Phone. No.: 0124 -2640000

Email: [hr@iica.in](mailto:hr@iica.in)/[gauri.raina@iica.in](mailto:gauri.raina@iica.in)

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

2. Interested and eligible candidates can forward their CVs at [hr@iica.in](mailto:hr@iica.in)/[gauri.raina@iica.in](mailto: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 17.04.2023. 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 17.04.2023 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:-

<b>S.No.</b>	<b>Name of the position</b>	<b>Field/Vertical</b>	<b>Category</b>	<b>Monthly Consolidated fee (Rs.) P.M.</b>
1.	Senior Research Associate- Online Assessments (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	75,000/-
2.	Senior Research Associate- Partnership & Promotion(One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	75,000/-
3.	Senior Research Associate (One)	Centre for E2E in CSR	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 (Admn.) (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	40,000/-
7.	Research Associate (One)	Centre for E2E in CSR	Contractual	30,000/-
8.	Consultant - Hindi Works (One)	Administration Deptt.	Contractual	30,000/-

## **JOB DESCRIPTION**

### **1. 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

### **2. Senior Research Associate (SRA)- (Partnerships and Promotion)**

**Qualification:**

Master's in Marketing/Communication /Management/Commerce/Economics/Finance or other related areas.

**Desirable Qualification:**

Degree/Diploma/Certification in marketing/digital marketing / brand management etc.

**Experience:**

Total 3 Years of Working Experience in the areas mentioned in “deliverables”

**Skills:**

1. Knowledge of Institutions working in the field of Corporate Governance / Independent Directors in India / Abroad
2. Abilities to Initiate/leverage/forged Institutional Partnerships
3. Building partnership network with best in class educational, advocacy, research institutions and think tanks for pursuing objectives of the databank.
4. Excellent Written and Verbal Communication
5. Expertise in dealing with National and Global Institutions / chambers of commerce / PSUs / Private Sector Companies.
6. Skills of executing the partnership network with a business model for conceiving collaborative programs and generating revenue.
7. Experience of conducting seminars, training programs, workshops, conferences and other

collaborative profit sharing activities by creating thought leadership.

8. Experience in Digital Marketing and Brand Building.

**Key Deliverables:**

1. Identification of Key National Partners for increasing Network Size
2. Identification of Key Global Partners for increasing Network Size.
3. Coordination on scope of work with New Partners
4. Co-ordination on Deliverables relating to the scope of work with existing Partners.
5. Developing Action Roadmap for Workshops, Seminars, and Face to face training programs in accordance with the Partner Scope.
6. Promotion of the Independent Directors Databank to increase the registrations of Individuals and corporate users
7. All possible marketing efforts, based on marketing strategy to place the databank at a higher level by enhancing the visibility, traffic, usage and registrations.
8. Persuading the Companies for registration and also for selecting the profiles for their placement as IDs on boards.

Note: Candidates with relevant work experience but having less qualification or work experience may be considered at a lower salary.

**3. Senior Research Associate- Centre for E2E in CSR**

**Educational Qualification**

- Full Time Post-graduate degree in social sciences, statistics or connected to CSR and Sustainability or related to needs and assessments, SROI, baseline surveys.

**Competencies**

- High levels of drive and willingness to learn.
- Strong work ethic.
- Ability to achieve stretched targets.
- High levels of emotional stability.

**Experience**

- General experience in CSR and Sustainability.
- Proven skills in research and report writing connected to need analysis and impact assessment.
- Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools
- Professional experience in writing and publishing need and impact assessments.
- Proven experience in developing research proposals, implementing field studies and report writing connected to need and impact assessment.
- Assessing Social Return on Investment (SROI) would be an added advantage.

**Skill Set**

- For needs and impact assessments, SROI, etc the candidate should possess the following skills -
- Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment
- Develop assessment and evaluation tools for data collection for field study

- Compilation and analysis of data for assessment reports.
- Collect and analyse data, prepare draft reports for baseline surveys
- Writing and producing reports, research papers or briefs
- Excellent written English communication skills with documentation abilities
- Provide Project/program coordination including facilitating client communications and data collection and analysis processes
- Pull out data from secondary sources, journals.
- Ability to work with a team(s).

#### **Key Tasks/ Nature Of Activities**

- Conduct general research connected to CSR/sustainability.
- Organize research specifically related to needs and impact assessment, baseline studies, SROI, etc, connected to developing proposals, conducting literature review, framing questionnaires, doing field survey, data collections and other sources of information and collect, record, analyze, evaluate data/facts.
- Support, facilitate and maintenance of CSR data;
- Do any other duty as entrusted by the Competent Authority.

#### **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- Admn. – Centre for Independent Director**

#### **Qualification:**

- Graduate in commerce, management, law, science, economics with minimum of 60 per cent Or CS, CA or ICWAI.

#### **Experience:**

- Minimum of 02 years of relevant work experience with knowledge and understanding of CA 2013, Filings, Record keeping and MIS.

#### **Skills:**

- He/ She should be well versed in working on computer with excellent
- understanding of MS Office, power point, excel and other applications for the discharge of role
- Basic understanding of Corporate Laws such Companies Act, SEBI Regulations etc.
- Basic understanding of Accounting terms such as Revenue, Reconciliation,

- Expenditure, Budget, Net Income etc.
- Maintaining confidentiality in working.

#### **Activities:**

- Drafting of File Notes for various activities relating to Independent Director's Databank.
- Maintenance and management of files and related records.
- Coordination with IICA Administration on aspects relating to ID Data Bank Project.
- Coordination with Vendors for service continuation, new arrangements, payment and contract documents etc.

### **7. Research Associate- Centre for E2E in CSR**

#### **Educational Qualification**

- Full Time Post-graduate degree in social sciences, statistics or connected to CSR and Sustainability having 0-3 years of experience.

#### **Competencies**

- High levels of drive and willingness to learn.
- Strong work ethic.
- Ability to achieve stretched targets.

#### **Experience**

- General experience in CSR and Sustainability.
- Skills in research and to prepare draft reports connected to need analysis and impact assessment.
- Excellent command on data collection and analysis, MS-Office suite and other data analysis tools
- Assessing Social Return on Investment (SROI) would be an added advantage.

#### **Skill Set**

- Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment
- Develop modules for capacity building programs.
- Collect and analyse data, prepare draft reports for baseline surveys, needs assessments and impact assessments
- Prepare articles, reports and presentations for project assessments as and when required
- Travel to field sites to collect and record data for conducting needs and impact assessment
- Develop overall research protocols and monitoring and evaluation tools
- Review and edit reports to ensure perfection of the end to end services
- Pull out data from secondary sources, journals.
- Ability to work with a team(s). Key Tasks/ Nature Of Activities

- Conduct general research connected to CSR/sustainability.
- Organize research specifically related to needs and impact assessment, baseline studies, SROI, etc, connected to developing proposals, conducting literature review, framing questionnaires, doing field survey, data collections and other sources of information and collect, record, analyze, evaluate data/facts.
  - Support, facilitate and maintenance of CSR data;
  - Do any other duty as entrusted by the Competent Authority.

### **8. Consultant- Hindi Works- Admn. Deptt**

- i. Good Knowledge of office management procedures and systems.
- ii. Proficiency in MS Word, Excel and Powerpoint.
- iii Must be either-

a. Master's degree of a recognised University or equivalent in Hindi with English as a subject at the degree level. OR

b. Master's degree of a recognised University or equivalent in English with Hindi as a subject at the degree level. OR

c. Master's degree of a recognised University or equivalent in any subject with Hindi and English as a subject at the degree level.. OR

d. Master's degree of a recognised University or equivalent in any subject with Hindi medium and English as a subject at the degree level. OR

e. Master's degree of a recognised University or equivalent in any subject with English medium and Hindi as a subject at the degree level. OR

### **Work Experience:**

1. Candidates having minimum 5 years of experience of translation work from Hindi to English and vice versa in Central or State Government Offices or institutions under Central Govt or state govt.

2. **Age limit and tenure being prescribed-** Maximum 62 years. The tenure shall be maximum for 03 years , renewable on the requirement and the performance of the candidate.

4. The annual increment shall be as per the HR policy of IICA.

5. **Job expectations and deliverables-** The person shall be responsible for translation from Hindi to English and vice versa, Hindi typing and other works related to Hindi.



### **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 six months/ 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 as per the HR 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