

F.No. I-11012/1/2020-HR

16.09.2025

Subject: Filling up of the post of Administrative Officer (one) in Indian Institute of Corporate Affairs on contract basis.

Indian Institute of Corporate Affairs (IICA), Manesar has been established as an autonomous institution and 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.

2. IICA invites applications from eligible and interested candidates for filling the following post on contract basis:

1.	Administrative Officer	Consolidated fee/pay Rs.1,00,000/-	1 (one)
<p>Eligibility Conditions:</p> <p>Possessing at least 1st Class Graduate Degree in any discipline with 8 years of experience in managerial and administrative capacity in government or in public or in private sector in dealing with administration, accounts and establishments matters.</p> <p>Desirable: Having experience in Corporate Affairs or managing academic institutions/financial management/human resource management.</p> <p>Maximum Age Limit (As on closing date of application)- 63 Years</p> <p>Job Role Expectation of the Administrative Officer-</p> <p>Activities related to Administration :</p> <ol style="list-style-type: none"> 1. Drafting of tenders for manpower, security, catering, maintenance, evaluation of bids, drafting of award of contracts, agreements etc. 2. Examination of local/domestic/ foreign tours/ TA/DA and its proposal. 3. Settlement of personal claims, including LTC, telephone/ newspaper etc. 4. Procurement/ Vendor management 5. General administrative orders 6. Works related to maintenance & infrastructure - Manpower planning 7. Preparation of audit paras of internal & statutory auditors - Handling legal matters 8. Oversee compliances 9. Managing catering, logistics, hostel accommodation, empaneling hotels 10. Coordination & Correspondence with the Ministry - Activities wrt SAP, Yoga Day, Vigilance Day 11. Preparation of agenda papers for BoG, Audit Committee, SoMs and Minutes of Meeting. 12. Any other Administration related work as directed. 			

Activities related to Infrastructure:

1. Managing estate manage of 14 acres campus
2. Oversee building sites to ensure work is carried out according to design and safety standards.
3. Assessing and monitoring the activities pertaining to construction/ renovation work.
4. Checking of estimates related to civil works
5. Inspect materials, workmanship and site safety practices
6. Identify risks and implement safety measures to prevent accidents or failures
7. Plan maintenance and repair work for aging infrastructure.
8. Assess structural health and recommend strengthening or replacement.
9. Prepare project timelines, budgets, and resource plans
10. Provides guidance to regarding engineering requirements for construction/ renovation of building, modifications and structural repairs.
11. Visit of site/ building inspection for suitability, technical inputs, development of building plan, designing the building infrastructure.
12. Guidance and support particularly for equipment, electrical fittings and for electronic/electrical/IT support systems.
13. The expertise is sought for work in coordination with Planner with various government agencies
14. Monitors project progress and ensures design specifications, safety, and sanitation standards
15. Knowledge and understanding of civil engineering principles, practices and tools

2. The candidates who are eligible and willing to apply for the above post/(s) may send their applications in prescribed format at as **Annexure-I** alongwith the requisite testimonials.

3. The candidates are required to send their applications, complete in all respects, alongwith the requisite documents at **hr@iica.in** by **06.10.2025** .

Sd/
Assistant Manager (HR)

Annexure-I



Indian Institute of Corporate
Affairs, (Ministry of Corporate
Affairs) Plot No.6, 7&8, Sector-
5,
IMT Manesar, District-Gurugram
PIN-121052 (Haryana)
Tele: 124-2640000 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. x 5cm.

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. Marital Status: _____
7. Sex (Male/Female): _____
8. Permanent residential: _____
_____ Address _____

District _____ State _____
_____ PIN _____

9. Address for correspondence:_____

District_____State

_____PIN_____

10. (a)Telephone No.(With STD Code):_____

(b) Mobile No.:_____

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

11. E-Mail address:_____

12. (a)Present Employer:_____

(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 _____

13. 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)

14. Details of Work Experience(Inchronologicalorder)

S. No.	Name of the Institution/ Organization	Post held	Pay Scale	Nature of appointment (permanent/ad-hoc/temporary)	Period		Nature of work
					From	To	

(Attach a separatesheetifrequired)

15. Details of Training, Seminar/Workshop,ifany, attended by the candidate

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

16. Details of the presentpostheld

- (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:

17. Any other information:_____

18. Name and address with telephone number
(other than relatives)

- 1.
- 2.

DECLARATION

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 found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the selection for the post shall be forfeited.

Date:

Place:



Signature of the candidate

Remuneration and other Conditions:

- i. Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- ii. An individual can apply for any higher position in the same school/ Center/Division at IICA only after completion of 02 years in the same school/ Center/Division in the position in which he/ she has been working at the time of application.
- iii. No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- iv. 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.
- v. 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.
- 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 thereof.
- 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 hereinabove maybe decreased or increased with the approval of the competent authority, subject to requirement.
- xi. The Annual increment will be as per the HR 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 there commendations, 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.