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

F.No. IICA–2-44/2012 **Date: 27.05.2025**

VACANCY FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited to submit applications for the position 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.

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 10.06.2025. Interested and eligible candidates may send their applications alongwith copies of certificates/testimonials/experience certificates to "Assistant Manager (HR), Indian Institute of Corporate Affairs, P-6, 7 & 8, Sector-5, IMT Manesar, Distt. Gurugram-122052" on or before **10.06.2025** till 6 PM or email at **hr@iica.in**. Incomplete applications/without supporting documents shall be outrightly rejected.

Sd/-
Assistant Manager (HR)

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	Consolidated Fee
1.	Senior Research Associate- (One)	Finance Division	Contractual	60,000/-

1. **<u>Senior Consultant- Finance Division</u>**

Essential Educational qualification:

- CA/CMA Inter qualified or CA/CMA qualified or equivalent.

Work Experience:

- Five years of experience in preparation and finalization of Financial Statements, Accounts finalization, statutory 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.
- Working knowledge in PFMS.

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.

Remuneration and other Conditions:

- Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- 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.
- 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.
- 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.
- The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- 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.
- 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.
- 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.
- 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.
- The Annual increment will be on renewal of every extension as per the Increment Policy of the Institute.
- Conditions may be relaxed by the competent authority in exceptional circumstances.

Selection Procedure

- 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.
- 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 Consultant- Program & Coordination 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 From To	Organization from where received	Nature of Training received	Remarks

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 IIICA 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