

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

F.No. IICA-2-44/2012

Date: 01.12.2025

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 21.12.2025. Interested and eligible candidates may send their applications along with 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 due date until 6 PM or email at hr@iica.in. Incomplete applications/without-supporting documents shall be out rightly 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	Nameofthe position	Field/V ertical	Category	Consolidate d Fee (Rs.), P.M.
1.	Consultant (Network Associate) (One)	IT Department	Contractual	40,000/-
2.	Consultant- Resident Engineer (One)	IT Department	Contractual	40,000/-

1. Network Associate:

A. JOB BRIEF:

Manage, maintain, operate, setup, configure, troubleshoot, debug, implement etc. at L1/L2 level, the IICA campus network (LAN/W-LAN) comprising of primarily of Data & Voice components of various make (Cisco/HP/Aruba/Juniper/Fortinet/Avaya/Dell/NEC/etc.) and effectively ensuring that the IICA Campus network (LAN/WLAN - Active & Passive) have maximum uptime, is fast and reliable delegated connectivity for employees at their work systems, with minimal delays or errors.

B. EXPERIENCE:

2 (min.) years of relevant, proven hands-on and Validated experience of managing, maintaining, operating, and troubleshooting of Campus computer network and server administration.

C. CERTIFICATIONS:

Mandatory: (i) CCNA (ii) 1 year certification from a Government recognized institute in computer networks (LAN/WLAN/Passive)

Preferred: OEM Certified (Avaya/Hp etc.)

D. JOB ROLE & RESPONSIBILITY:

- i. Carryout event monitoring and performance monitoring, detection of malfunctions
- ii. Carryout installing, configuration, maintenance, operation, support and troubleshooting of various network active devices/systems/components and services inter alia routers, switches, firewalls, load balancers, VPN, QoS, Access Point and controllers, DNS, and DHCP
- iii. Maintaining and looking after all aspects of the passive component/part of the LAN & WAN (both Data & Voice) of the institute, including cable deployment, Dressing of Network Cables in Racks, Cleaning of Network Devices, Punching and Crimping of Cat 6 Cable with I/O port and RJ45 connector.
- iv. Attend to day-to-day support issues related to all aspects of network including their trouble shooting, repair and replacement. Providing on call support, including procedural documentation and relevant reports. Provide technical support to program trainees/participants in trainee accommodations (Trainee hostel) and Retreat (Guest House). Respond within agreed time limits to callouts.
- v. Updating network equipment to the latest firmware releases
- vi. Monitoring connectivity and troubleshooting
- vii. Monitoring network engineering performance and ensure system availability and reliability
- viii. Monitoring system resource utilization, trending, and capacity planning
- ix. Implement IP Addressing & Subnetting

- x. Implement and maintain VOIP phone system to include phone servers and phones.
- xi. Troubleshoots network problems at L1 & L2 level.
- xii. Interact and negotiate with vendors, outsources, and contractors to secure network products and services
- xiii. Configuring and installing. Liaison and coordinate with the authorized OEM/vendors of all types of hardware/systems and peripherals installed in the institute as and when required. Coordination with vendors for installations / up gradation of new hardware. Call logging with vendors and follow up till final resolution.
- xiv. Liaise with vendors and other IT personnel for problem resolution
- xv. Performing network maintenance and system upgrades including service packs, patches, hot fixes, and security configurations
- xvi. Provide Level-3 support and troubleshooting, if required, to resolve issues
- xvii. Select and implement security tools, policies, and procedures

E. REQUISITE EXPERIENCE:

- i. Experience in routing protocols like OSPF, BGP, and standby protocols like HSRP and VRRP.
- ii. Experience in network monitoring / management tools/ analysis tools.
- iii. Having experience of L2 and L3 switches
- iv. Experience of working within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure
- v. Hands-on experience with monitoring, network diagnostic, and network analytics tools
- vi. Experience of working with network technologies: WAN/LAN, TCP/IP, VLAN, VTP, HSRP and NAT.

F. SKILLSET/COMPETENCY:

- i. Ability to implement, administer, and troubleshoot network infrastructure devices, including wireless access points, firewall, routers, switches, and controllers.
- ii. Understanding of LAN, Wi-Fi, WAN terminology, IP Subnetting, IP packet flow & DHCP packet flow.
- iii. Knowledge of Static and dynamic routing and Switching Protocols
- iv. Knowledge of Windows and Linux OS IP and static routing configuration handling.
- v. Basic knowledge of Firewall and IP SLA.
- vi. Understanding of TCP/UDP ports and network tools like Wireshark.
- vii. Technical ability to provide 1st level network monitoring.
- viii. Technical ability to provide basic fault finding and fault escalation.
- ix. SVI, VLANs, Ether Channel, STP, VTP, ARP, OSI Model.

- x. Deep understanding of networking protocols (e.g., IPSEC, HSRP, BGP, OSPF, 802.11, QoS)
- xi. Deep understanding of the OSI or TCP/IP model
- xii. Understanding of LAN, Wi-Fi, WAN terminology, IP Subnetting, IP packet flow & DHCP packet flow.
- xiii. Knowledge of Static and dynamic routing and Switching Protocols
- xiv. Knowledge of Windows and Linux OS IP and static routing configuration hand holding.
- xv. Basic knowledge of Firewall and IP SLA.
- xvi. Understanding of TCP/UDP ports and network tools like Wireshark.

G. GENERIC SKILLS:

Good ability to follow and document operational processes.

H. ACADEMIC QUALIFICATION:

- i. B.Tech/B.E. in Computer Science/Computer Engineering/Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation/Information Technology from UGC & AICTE recognized university/institute.

OR

- ii. Bachelor in Computer Applications & Masters in Computer Applications from UGC & AICTE recognized university/institute.

OR

- iii. Post Graduate Degree in Computer Science/Computer Engineering/Electronics/Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation /Information Technology from UGC & AICTE recognized university/institute.

I. DUTY SCHEDULE: 6 days working in a week with 1 weekly off (as decided by controlling officer)

J. DUTY HOURS: 09:30 AM - 6:00 (30 minutes lunch break)

2. Consultant - Resident Engineer:

A. JOB BRIEF:

Manage, maintain, operate, setup, install, configure, diagnose, audit, troubleshoot, debug, implement, commission, etc. the IICA campus Audio Visual (AV) Infrastructure and Systems & Peripherals. The Resident Engineer shall be required to be resident in the campus (rent free accommodation/stay arrangement/setup shall be provided suitably within the campus)

B. EXPERIENCE:

- i. 3+ years of relevant and validated experience of managing, maintaining, operating, and troubleshooting of AV infra and Systems & Peripherals.
- ii. 1+ demonstrated expertise in complex diagnostics, system upgrades, and cross-functional collaboration (e.g., working with software teams or vendors).
- iii. Proven hands-on experience in hardware support, technical support, or field engineering, including exposure to electro-mechanical devices, servers, desktops, laptops, printers, and networking equipment as well as IT support, help desk, or hardware troubleshooting roles

C. CERTIFICATIONS:

- i. **Mandatory:** 1 year certification from a Government recognized institute in computer hardware.
- ii. **Preferred:**
 - a. CompTIA A+ (core hardware support certification).
 - b. Microsoft Certified: Modern Desktop Administrator or similar for Windows environments.
 - c. Cisco CCNA for networking hardware support.
 - d. Vendor-specific certs (e.g., HP, Dell hardware support) or HDI for customer service in IT.

D. JOB ROLE & RESPONSIBILITY:

- i. Manage and maintain all the hardware systems (Desktop Computer, Laptop Computer, Notebook, Printer, Scanner, Copier, Multi-Function/All-in-One (AIO), Online UPS etc.) and hardware peripherals in the institute, including all associated and related troubleshooting and debugging.
- ii. Manage and maintain all the Audio-Visual equipment, setup/hardware/infra/systems in the campus (, including all associated and related troubleshooting and debugging.
- iii. Looking after all aspects of TV Sets (LCD/LED/Plasma) including their mounting, fixing, installation, configuration, maintenance, service, and local troubleshooting. This shall include coordinating and liaising with the concerned OEM(s) in respect of the TV sets under warranty for repair and service, coordinating and liaising with the concerned authorized vendors in respect of repair and service of TV sets not under warranty and coordinating and liaising with the concerned DTH Service provider (Tata Sky/Dish TV/Airtel TV etc.) for all aspects of DTH management as and when required.

- iv. Carryout event monitoring and performance monitoring, detection of malfunctions.
- v. Attend to day-to-day support issues related to all aspects of Audio-Visual and System & peripheral hardware, including their trouble shooting, repair and replacement. Providing on call support, including procedural documentation and relevant reports. Provide technical support to program trainees/participants in trainee accommodations (Trainee hostel) and Retreat (Guest House). Respond within agreed time limits to callouts.
- vi. Troubleshoots AV and System&peripheral hardware problems at L1 & L2 level.
- vii. Interact and negotiate with vendors, outsources, and contractors to secure network products and services
- viii. Configuring and installing. Liaison and coordinate with the authorized OEM/vendors of all types of hardware/systems and peripherals installed in the institute as and when required.
- ix. Coordination with vendors for installations / up gradation of new hardware.
- x. Call logging with vendors and follow up till final resolution.
- xi. Liaise with vendors and other IT personnel for problem resolution
- xii. Performing AV/System hardware peripheral maintenance and system upgrades including service packs, patches, hot fixes, and security configurations.
- xiii. Liaison and coordinate with the authorized OEM/vendors of all types of hardware/systems and peripherals installed in the institute as and when required. Coordination with vendors for installations / up gradation of new hardware. Call logging with vendors and follow up till final resolution.
- xiv. Assigning asset identification numbers to all items of hardware. Creating database of all software resources with details like location, license, version. Updating database regarding all new installations, movement within or out of the campus, configuration changes etc. Maintain database of third-party vendors for items which are under warranty.
- xv. Creation, management and handling of all user accounts and profiles on the local domain of IICA. i. Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications.
- xvi. Specify power supply requirements and configuration, drawing on system performance expectations and design specifications.
- xvii. Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, analysing and recording test data.

***The scope of Hardware devices/systems/equipment as aforementioned, shall include but not be limited to all and any of the following listed devices and any other related and associated devices and systems --- Desktops, Laptops, Notebooks, Net books, Copiers, Fax Machines, Slide Changers, Projectors, Projector Screens, Speaker Sets, Web Cams, Digital Cameras, Handy Cams, Video Conferencing Equipment& Units, Printers, IP Phones, Landline Phones, Mobile Data Cards, USB Flash Drives, External HDD, Television Sets and associated equipment, DTH Connections, Set Top Boxes, Memory Cards, Microphones, Headsets etc.)*

E. Core Skills and Competencies:

- **Technical Skills:**

- i. Key skills: Networking, Hardware Troubleshooting, Windows Operating Systems, Hardware Engineering.
- ii. Proficiency in hardware diagnostics, troubleshooting, and repair (e.g., identifying faulty components like CPUs, RAM, motherboards, or peripherals).
- iii. Knowledge of computer hardware components, assembly, installation, and configuration (desktops, laptops, servers, networking devices like routers/switches).
- iv. Familiarity with operating systems (Windows, Linux/Unix variants) for installation, configuration, and basic networking (LAN/WAN).
- v. Experience with tools for testing, staging, and maintaining hardware (e.g., multimeters, diagnostic software, cable management).

- **Soft Skills:**

- i. Strong problem-solving and analytical abilities (e.g., using techniques like root cause analysis).
- ii. Excellent communication and customer service skills for explaining technical issues to non-technical users.
- iii. Ability to work independently or in teams, often under pressure (e.g., on-call support or tight SLAs).

- **Other:**

- i. Documentation and reporting (e.g., logging incidents, maintaining asset inventories).
- ii. Basic scripting or automation knowledge (e.g., Python for simple tasks) is a plus for advanced roles.

F. Duty Schedule:

6 days working in a week with 1 weekly off (as decided by controlling officer)
(One day off on working days, not on Sundays/ Holidays)

G. DUTY HOURS: 09:30 AM - 6:00 (30 minutes lunch break)

H. Academic Qualification:

- i. B.Tech/B.E. in Computer Science/Computer Engineering/Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation/Information Technology from UGC & AICTE recognized university/institute.

OR

- ii. Bachelor in Computer Applications & Masters in Computer Applications from UGC & AICTE recognized university/institute.

OR

- iii. Post Graduate Degree in Computer Science/Computer Engineering/Electronics/Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation /Information Technology from UGC & AICTE recognized university/institute.

NOTE: If a class/division is not awarded, a minimum of 60% marks in aggregate shall be considered equivalent to 1st class/division.

Remuneration and other Conditions:

1. Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
2. No other allowances will be payable. However, if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
3. 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.
4. 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.
5. 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.
6. The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
7. 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.
8. 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.
9. 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.
10. 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.
11. The Annual increment will be on renewal of every extension as per the Increment Policy of the Institute.
12. Conditions may be relaxed by the competent authority in exceptional circumstances.

Selection Procedure

1. 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.
 2. 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 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 applied for?

(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.) ResidenceMobile.....e-mail
Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate