Phone. No.: 0124 –2640000   **Email: hr@iica.in**

F.No. IICA–2-44/2012   **Date: 30.09.2025**

VACANCY FOR CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited to submit applications for 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 applications is mentioned against the positions is as mentioned against each position-

S.No.	Name of the position	Last date of receipt of applications
1.	Senior Consultant- School of Finance & Management	10.10.2025
2.	Consultant- Program & Coordination- FOIR Secretariat	10.10.2025
3.	Consultant (Network Assistant)- IT Department	20.10.2025

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 **the due date** 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	Monthly Consolidated fee (Rs.) P.M.
1.	Senior Consultant	School of Finance	Contractual	60,000/-
2.	Consultant- Program & Coordination	Forum of Indian Regulators	Contractual	40,000/-
3.	Consultant (Network Assistant)	IT Department	Contractual	25,000/-

JOB DESCRIPTION

1. **Senior Consultant- School of Finance & Management**

Essential Qualification:

- Post-Graduate in Commerce, Finance, Economics, Business Administration or related field.
- CA, CS and CMA are also eligible.

Essential Experience:

- Minimum Experience of 3 years
- Prior Experience of Course Marketing and Administration (preferably online) is mandatory.

Desirable Experience:

- Online Learning Management System (LMS), preferably Blackboard
- Understanding of Finance and Management and contemporary issues related to it.
- Ability to prepare government files, proposals, approvals, understanding of GFR and related
- government rules.
- Sound digital knowledge - MS Office, emails, Canva, social media management
- Design and marketing of training programs, courses, research proposals etc related to mandate of School of Finance and Management

Key Job Responsibilities:

- Facilitating lectures, workshops and seminars related to courses, programs of school
- Obtaining internal approvals / sanctions for various programs/activities
- Preparing budgets and maintaining financial records of the courses / programs
- Prepare course/program/activity reports
- Coordination with faculty and participants for smooth execution
- Handling online courses and programs on Learning Management System
- Obtaining feedback and incorporating suggestions in consultation with course director
- Business development, marketing of courses and programs
- Keeping all school related records of documents, files and financials

- Admin arrangements including, but not limited to, clearances for field tours, mess coordination, allocation of hotel rooms and classroom for programs, drawl of TA / DA advances, standees, backdrops, kits, IT support etc.

- Updation of social media pages

- Liaise with other schools/centers for coordination

- Any other duties assigned by the Head of School of Finance.

The candidate must have extremely high standards in terms of quality of work, attention to detail and absolute commitment to timely completion of the task.

2. **Consultant- Program & Coordination- FOIR Secretraiat**

Qualification:

- Post Graduate in Management/Commerce/Economics/Social Sciences/Law or relevant field.

Experience:

- Minimum 1 year of work experience in project management/organizing programs/meeting/travel and ticketing etc.

Skill Set:
Organizing skills
 Communication skills
 Implementation skills
 Prior experience of working in Government

Activities:
 - Telephonic follow up with members
- Tour and travel arrangements
- Organize meetings
- Liasion with all stakeholders at FOIR, CERC and IICA

Key Tasks:
- Logistics Support

3. **Network Assistant- IT**

 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.

A. **EXPERIENCE:**

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

B. CERTIFICATIONS:
Mandatory: (I) CCNA (ii) 1 year certification from aGovernment recognized institute in computer networks (LAN/WLAN/Passive)

Preferred: OEM Certified (Avaya/Hp etc.)

C. 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

D. 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.

E. SKILLSET/COMPETENCY:

i. Ability to implement, administers, and troubleshoots 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 hand holding.
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.

F. GENERIC SKILLS:
Good ability to follow and document operational processes.

G. 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.

<div align="center">OR</div>

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

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

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

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 thereof.
- 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.
- Indian Institute of Corporate Affairs reserves the right to accept or reject any application without assigning any reasons.

A. **Format of application for 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 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