

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

Phone. No.: 0124 –2640000

Email: hr@iica.in

F.No. IICA–2-44/2012

Date: 31.12.2025

VACANCY FOR CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS (IMMEDIATE JOINING)

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.

- Interested and eligible candidates can forward their CVs at hr@iica.in.
- The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
- The last date to accept applications is mentioned against the positions

	Name of the position	Last date to submit applications
	Senior Consultant (Company Secretary)	04.01.2025
	Senior Consultant (Chartered Accountant)	04.01.2025

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 dates** till 6 PM or email at hr@iica.in. Incomplete applications/without supporting documents shall be outrightly rejected.

****Immediate joiners are preferable***

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 (Company Secretary)	School of Business Environment	Contractual	1,00,000/-
2.	Senior Consultant (Chartered Accountant)	School of Business Environment	Contractual	1,00,000/-

JOB DESCRIPTION

1. Senior Consultant- Company Secretary

Essential Qualifications

- Company Secretary (Associate / Fellow Member of the Institute of Company Secretaries of India – ICSI)
- Graduate in any discipline from a recognised University / Institution

Desirable Experience

- Three (3) to five (5) years of post-qualification experience
- Experience in Central / State Government Organisations, Autonomous Bodies, PSUs, Statutory Authorities, or reputed institutions / professional organisations
- Exposure to matters relating to Companies Act, 2013, allied Rules, statutory compliances, or regulatory procedures

Job Responsibilities

- Assist the competent authority and senior officers in matters relating to corporate law, statutory compliances, and regulatory provisions under the Companies Act, 2013 and allied legislations.
- Support review, analysis, and documentation of statutory forms, rules, procedures, and compliance requirements, including identification of procedural gaps and inefficiencies.
- Assist in initiatives relating to simplification, rationalisation, streamlining, and digitisation of regulatory processes and records.
- Maintain statutory registers, records, and compliance documentation in prescribed formats.
- Assist in organising meetings of the Governing Body, Board, Committees, and General Meetings, including preparation of agenda papers and related documentation, as applicable.
- Contribute to preparation of background notes, issue briefs, analytical papers, reports, and official documentation.
- Assist in implementation and strengthening of e-governance systems, digital compliance processes, and paperless workflows to improve transparency and efficiency.
- Support coordination with Ministries, statutory bodies, technical agencies, and other stakeholders, as required.
- Provide drafting assistance for official communications, consultation documents, reports, and policy-related notes.
- Contribute to strengthening predictable, transparent, and investor-friendly regulatory practices in line with Government of India policies.
- Undertake any other work assigned by the Institute in furtherance of its mandate.

Desired Skills & Competencies

- Sound knowledge of the Companies Act, 2013 and related Rules.

- Ability to analyse statutory provisions, compliance requirements, and regulatory processes.
- Strong drafting, documentation, and analytical skills.
- Proficiency in the use of digital compliance platforms, e-governance systems, and e-filing portals.
- Computer literacy with working knowledge of MS Office applications and database navigation tools.
- Ability to coordinate effectively with multiple stakeholders in a structured, policy-oriented institutional environment.
- High standards of integrity, confidentiality, accountability, and professional conduct.

2. Senior Consultant (Chartered Accountant)

Essential Qualifications

- Chartered Accountant (Member of the Institute of Chartered Accountants of India – ICAI)
- Graduate in any discipline from a recognised University / Institution

Desirable Experience

- Three (3) to five (5) years of post-qualification experience
- Experience in Central / State Government Organisations, Autonomous Bodies, PSUs, Statutory Authorities, or reputed institutions / professional firms
- Exposure to matters relating to corporate compliances, regulatory filings, financial reporting, and statutory frameworks.

Job Responsibilities

- Assist the competent authority and senior officers in matters relating to financial compliances, regulatory provisions, and allied statutory requirements.
- Support review and analysis of statutory forms, disclosures, procedures, and compliance requirements having financial, accounting, or reporting implications under Companies Act, 2013.
- Assist in initiatives relating to simplification, rationalisation, and streamlining of compliance processes, including reduction of procedural timelines under Companies Act, 2013 and allied statutory requirements.
- Assist in maintenance and verification of financial records, registers, and compliance documentation in prescribed formats.
- Support preparation of background notes, analytical briefs, issue papers, reports, and official documentation.
- Assist in implementation and strengthening of e-governance systems, digital compliance processes, and paperless workflows.
- Support coordination with Ministries, statutory bodies, auditors, technical agencies, and other stakeholders, as required.
- Provide drafting assistance for official communications, consultation documents, reports, and policy-related notes
- Contribute to strengthening transparent, predictable, and rule-based regulatory practices in line with Government of India policies.
- Undertake any other work assigned by the Institute in furtherance of its mandate.

Desired Skills & Competencies

- Sound knowledge of applicable accounting standards, statutory compliances, and regulatory frameworks.
- Ability to analyse financial disclosures, compliance processes, and regulatory requirements.
- Strong drafting, documentation, and analytical skills.
- Familiarity with digital filing systems, compliance portals, and e-governance platforms.
- Computer literacy with working knowledge of MS Office applications and data-handling tools.
- Ability to work effectively in a structured, policy-oriented institutional environment.
- High standards of integrity, confidentiality, accountability, and professional conduct.

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.

Annexure-II

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

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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 ti me / pa rt ti

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

12. Any other relevant information: Place:

Dated:

Signature of the Candidate