Indian Institute of Corporate Affairs,
(Ministry of Corporate Affairs)
Plot No.6, 7 & 8, Sector-5,
IMT Manesar, District-Gurugram
PIN-121 052 (Haryana)
Tele: 0124-264 0000; Fax: 0124-2291036

Dated- 27.10.2026

VACANCY CIRCULAR FOR FILLING UP OF VARIOUS CONTRACTUAL POSITIONS

1. ABOUT IICA

1.1 Indian Institute of Corporate Affairs (IICA), Manesar has been established as an autonomous institution and been registered under the Societies Registration Act, 1860 by Ministry of Corporate Affairs, Government of India with the aim to establish and operate a world class institution dedicated to advancing the field of Corporate Affairs as a holistic, interdisciplinary discipline covering areas such as management, finance, law, governance, sustainability, ethics, technology, and global business, develop a new academic discipline on "Corporate Affairs" and offer courses and training programs to create future ready business leaders, regulators, professionals and entrepreneurs. The Institutes serve as a Government think tank and provides comprehensive advice on corporate laws, policies, governance, regulation and emerging corporate challenges, act as a collaborative platform bringing together government, industry, professionals and other stakeholders to enhance corporate governance, provide high quality research, consultancy and information services to governments and corporate.

1.2 IICA deals with the entire ecosystem with a focus on niche areas, such as Corporate Governance, MSME, Independent Directors, Environmental-Social-Governance, Corporate Social Responsibility, Business and Human Rights, Valuation and Financial Reporting, Insolvency and Bankruptcy, Alternate Dispute Resolution, Corporate Law, Competition Law etc. IICA also provides capacity building training to Group 'A' Government Officers and public and private sector board members and executives through its five Schools and eleven Centres.

1.3 The IICA Campus is spread across a sprawling 14acres and has state-of-the art infrastructure. 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.

1.4 IICA hereby invites applications from the interested and eligible candidates to fill the various positions on purely contractual basis:

Sl. No.	Name of Post	School/Centre/Area	Monthly consolidated pay (Rs.)	No. of posts
1	Chief Program Executive	National Foundation for Corporate Governance (NFCG)	1 Lakh-1.25 Lakh	01
2.	Program Executive	National Foundation for Corporate Governance (NFCG)	60K	01

2. **SUBMISSION OF APPLICATIONS:**

2.1 Candidates desirous of applying for the aforementioned position are advised to satisfy themselves that they fulfill the educational qualifications and experience criteria prescribed for the post.

2.2 Please read carefully the detailed instructions appended to this vacancy notification. Interested and eligible candidates apply through the following links :

S. no.	Name of the post	Link to apply
1.	Chief Program Executive	https://forms.gle/4ibQYQU78jfV1N599
2.	Program Executive	https://forms.gle/9WUV5aEm7ZDiSQ5v8

Last Date of receipt of Applications is **08.11.2026.**

3. COMPENSATION

The selected candidate shall be paid a monthly consolidated pay range as indicated against each position. No other allowances or benefits like Dearness Allowance, Transport Allowance, House Rent Allowance, Leave Travel Concession (LTC), medical facilities and other compensation packages shall be admissible.

4. LEAVES

Leave shall be granted as per policy of the Institute.

5. METHOD OF SELECTION

5.1 All applications received up to due date/time will be screened with reference to the minimum educational qualifications and experience criteria prescribed for the position/(s) and only shortlisted candidates would be called for making presentation and/or interview before the duly constituted selection committee on a date/time which shall be communicated separately. The Institute reserves the right to devise its criteria for short listing of candidates for all the positions advertised. The duly constituted Selection Committee will shortlist the candidates adopting such criteria. Candidates are advised to mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, and ensure that all details are complete, accurate and correct.

5.2 Decision of IICA in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of test/examination/interview, will be final and binding on the candidates.

Sd/-
Assistant Manager (HR)

ANNEXURE-I

Details of Vacancies and Eligibility Conditions applicable, etc.

A. Chief Program Executive- NFCG

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	**Chief Program Executive- NFCG**
2.	No. of position/(s)	:	01 (One)
3.	Consolidated remuneration	:	Rs. 1,00,000/-Rs. 1,25,000/- per month
4.	Age (As on closing date)	:	Below 63 years
5.	Mode of Recruitment	:	Contractual: extendable based on performance and requirement of Institute
6.	Educational Qualifications & Experience required	:	**Eligibility Criteria** • **Qualification:** Qualified CS or Postgraduate in law or economics • **Experience:** Between 7-9years of post-qualification experience preferably as CS in a company or Trust.
7.	Key Responsibilities	:	**(1) Regular Tasks** • Draft Agenda, Notes and support papers for the Governing Council Meeting, BoT Meetings and Council Meetings. • Record Minutes of Governing Council Meeting, BoT Meetings etc. • Interact with MCA, Accredited Institutions and Partner Institutions related to the work of NFCG as and when required. • Hold events, conferences, seminars, workshops, training programmes from time to time. • Assist the Institutions in developing programme structures, screening topics and clarifying the expectations of NFCG from them. • Assess the outcome and attend events organised by Accredited Institutions and Partner Institutions. • Primary screening of accounts of all events/projects before sending them to accounts department for disbursement of grants. **(2) Content Development:** • Develop content for NFCG website including daily news updates, to make it one-point online Resource Centre on Corporate Governance; • Coordinate the revamping of the NFCG Website, to make it dynamic and informative. • Moderate discussions takes place on e-Forum and create content to make it an active platform for exchange of

			information on the relevant subject. • Write high-quality papers / reports on Corporate Governance for NFCG, as and when required. **(3) Assessing work** • Assess the papers / study reports prepared by the Accredited Institutions and Partner Institutions under the aegis of NFCG and give expert comments / feedback on it; • Assess the outcome of events organised by Accredited Institutions and Partner Institutions; • Assess the accreditation granted to various Institutions, on periodical basis and also suggest new institutions to be accredited by NFCG as NCCG. **(4) Others:** • Any other work related to Corporate Laws, Corporate Governance as may be required by the NFCG secretariat, from time to time. • Support NFCG Governing Council, BoT, ED. • Suggest new Institutions to be accredited by NFCG • Evaluating and coordinating with new applicants for deciding feasibility of accreditation by NFCG. • Ensure active engagement of all Accredited Institutions in NFCG activities. • Explore new areas of collaboration with new applicants for accreditation as NFCGs • Encourage the concept of mentor institutions from the existing partner or accredited institutions: • Identify and form a pool of key contact persons who would act as mentors on specific fields of importance in consonance with NFCGs agenda point for advocacy and research • Provide a platform for academicians and practitioners of Corporate Governance, Researchers to interact, share and deliberate on scholarly works. • Compilation of Compendium/ Coffee table book/periodic journals etc. with the aim to disseminate knowledge in corporate governance. • Acting as Project Secretariat and arranging, coordinating, all meetings and discharging duties related to the projects. • Collect data from a pool of experts, independent directors, CFOs, General Counsels etc. • Contribution on creating agenda, content and pilot papers for a mega event on topic of relevance for NFCG; • Coordinate and contribute suggestions on behalf of NFCG on technical committees; • Assist production of a Film on NFCG and its update.

B. **Program Executive- NFCG**

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Program Executive- NFCG
2.	No. of position/(s)	:	01 (One)
3.	Consolidated remuneration	:	Rs. 60,000/-- per month
4.	Age (As on closing date)	:	Below 63 years
5.	Mode of Recruitment	:	Contractual: extendable based on performance and requirement of Institute
6.	Educational Qualifications & Experience required	:	**Eligibility Criteria** • **Qualification:** Qualified CS or Postgraduate in law or economics • **Experience:** 1 year of post-qualification experience, preferably as CS in a company or Trust. However, this can be waived in case of deserving candidates. • **Skills** • Excellent verbal and written communication skills • Understanding of administrative, filing and financial matters such as receivables and payables. • Abilities to develop drafting of notes / filing work etc on various administrative matters. • Effectiveness on reporting, record keeping and MIS issues" • Proficiency in MS word, excel & PowerPoint
7.	Job Description	:	(1) Regular Tasks • Draft Agenda, Notes and support papers for the Governing Council Meeting, BoT Meetings and Council Meetings. • Record Minutes of Governing Council Meeting, BoT Meetings etc. • Hold events, conferences, seminars, workshops, training programmes from time to time. • Assist the Institutions in developing programme structures, screening topics and clarifying the expectations of NFCG from them. • Assist in assessing the outcome and attend events organised by Accredited Institutions and Partner Institutions. • Primary screening of accounts of all events/projects before sending them to accounts department for disbursement of grants. (2) Content Development: • Assist in developing content for NFCG website including daily news updates, to make it one-point online Resource Centre on

			Corporate Governance; • Coordinate in the revamping of the NFCG Website, to make it dynamic and informative. • Write high-quality papers / reports on Corporate Governance for NFCG, as and when required. (3) Assessing work Contribute towards:- • Assessing the papers / study reports prepared by the Accredited Institutions and Partner Institutions under the aegis of NFCG and give expert comments / feedback on it; • Assessing the outcome of events organised by Accredited Institutions and Partner Institutions; • Assessing the accreditation granted to various Institutions, on periodical basis and also suggest new institutions to be accredited by NFCG as NCCG. (4) Others: • Any other work related to Corporate Laws, Corporate Governance as may be required by the NFCG secretariat, from time to time. • Support NFCG Governing Council, BoT, ED. • Suggest new Institutions to be accredited by NFCG • Evaluating and coordinating with new applicants for deciding feasibility of accreditation by NFCG. • Ensure active engagement of all Accredited Institutions in NFCG activities. • Explore new areas of collaboration with new applicants for accreditation as NFCGs • Encourage the concept of mentor institutions from the existing partner or accredited institutions: • Identify and form a pool of key contact persons who would act as mentors on specific fields of importance in consonance with NFCGs agenda point for advocacy and research • Provide a platform for academicians and practitioners of Corporate Governance, Researchers to interact, share and deliberate on scholarly works. • Compilation of Compendium/ Coffee table book/periodic journals etc. with the aim to disseminate knowledge in corporate governance. • Acting as Project Secretariat and arranging, coordinating, all meetings and discharging duties related to the projects. • Collect data from a pool of experts, independent directors, CFOs, General Counsels etc. • Contribution on creating agenda, content and pilot papers for a mega event on topic of relevance for NFCG; • Coordinate and contribute suggestions on behalf of NFCG on technical committees; • Assist production of a Film on NFCG and its update.

Annexure-II

INSTRUCTIONS AND GUIDELINES TO CANDIDATES

1. CITIZENSHIP: Applicant must be an Indian Citizen.

2. MINIMUM EDUCATIONAL QUALIFICATIONS: All applicants must fulfill the essential minimum educational qualifications required for the post and other conditions as stipulated in **Annexure-I** of this vacancy circular. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the posts applied for.

Note I: The prescribed essential qualifications are the minimum and mere possession of the same does not entitle the candidates to be called for the presentation and/or Interview.

Note II: The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach self attested copies of the Certificates including mark sheets in support thereof.

Note III: In support of Educational Qualifications, mere submission of the mark sheets alone in lieu of Degree/Diploma/Certificates will not be accepted by the IICA.

Note IV: The provisional claim whatsoever in regard to eligibility criteria for the post/(s) will not be accepted by the IICA.

Note V: The crucial date of determining the eligibility, educational qualifications, experience and age limit prescribed for the various positions mentioned in Annexure-I shall be the last date prescribed for submission of applications in this vacancy notice.

3. HOW TO APPLY

Application Process

- Interested candidates must submit their CV and cover letter through the application link provided below.

S. no.	Name of the post	Link to apply
1.	Chief Program Executive	https://forms.gle/4ibQYQU78jfV1N599
2.	Program Executive	https://forms.gle/9WUV5aEm7ZDiSQ5v8

- Only applicants who meet the prescribed minimum eligibility criteria are encouraged to apply.

Last Date for Submission of Applications:

ii) Before filling in the application form, the candidate must be sure of fulfilling the eligibility criteria with respect to age, educational qualifications and experience etc. for the post being applied for. His/ her candidature shall stand cancelled in case the candidate does not fulfills the eligibility criteria and/or has furnished incorrect/false information/certificate/documents or has suppressed any material fact/(s).

iii) The institute will communicate only with shortlisted candidates. The shortlisted candidates would be called for making presentation and/or interview before the duly constituted selection committee which shall be held at IICA Campus, Manesar or through video conference on a date/time which will be communicated separately.

Note I: Candidates should clearly note that the IICA will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. **The** applications received after the prescribed last date/time will **NOT** be entertained under any circumstances and all such applications will be summarily rejected. Candidates should, therefore, send their application/(s) so as to reach IICA's on or before the prescribed last date/time.

Note II: Any dispute arising out of this recruitment process shall be subject to the sole jurisdiction of the Courts in Haryana.

4. CERTIFICATE/(S) TO BE ATTACHED:

Candidates should note that they should attach with their application self- attested copies of the following documents:

(i) Matriculation or equivalent certificate in support of their declaration of age;

(ii) Degree or Diploma Certificate or other certificate including mark-sheets in support of their educational qualifications;

(iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated;

(iv) Certificate/(s) from the Head/(s) of Organization/(s)/Department/(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, as the case may be. The certificate/(s) should also mention the nature of duties performed/experience obtained in the post/(s) with duration/(s). These certificates should be issued on Letter Head and duly stamped by the Competent Authority.

NOTE:

I. ORIGINAL CERTIFICATE/(S) SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF PRESENTATION AND/OR INTERVIEW.

II. Candidate should note that the date of birth only as recorded in the Matriculation, Higher Secondary Examination Certificate or an equivalent certificate will be accepted by the IICA and no subsequent request for its change will be considered or granted.

III. If copies of the above certificates are not received with the application, it will be rejected and no appeal against its rejection will be entertained.

5. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates must not furnish any particulars that are false or suppresses any material information in filling up the application form. Candidates must also not furnish the certificate(s)/document(s) having any correction or alteration or any tampering in a document or its attested copy submitted by them. If there is any inconsistency between two or more documents or their attested copies, an explanation regarding such inconsistency should be submitted.

6. OTHER INFORMATION / INSTRUCTIONS:

(i) No TA/DA shall be permissible to attend the interview.

(ii) Candidates must be of sound health. If selected, they will have to undergo such medical examination and satisfy such medical authority , if required.

(iii) No interim correspondence or personal enquiries shall be entertained by the Institute. Further, IICA will not enter into any correspondence with the candidates about reasons for their non-selection.

(iv) Canvassing in any form will disqualify the candidate.