

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

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F.No. IICA-2-44/2012

Date: 29 .06.2026

VACANCY FOR CONTRACTUAL POSITION 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. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
3. **Application process:** Submit CV and cover letter through the link- <https://forms.gle/V996fdEkaRQSXsFSA>
4. Applications through any other mode shall not be accepted. Only eligible applicants meeting the minimum criteria may apply. Last Date of Application: **21.07.2026**.

**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.	Consultant- Assistant Hostel Warden	Administration Department	Contractual	40,000/-

JOB DESCRIPTION

1. Consultant- Assistant Hostel Warden

Essential Qualification:

Bachelor's degree in any discipline/ Diploma or certification in Hotel/Hostel Management with minimum 2 years relevant experience in institutions/ schools/ colleges or similar environments.

Job Description

- a. Supervising hostel operations, cafeteria operations, and administration
- b. Ensure discipline, safety, and security of hostel residents
- c. Address student concerns and grievances in a timely and empathetic manner
- d. Coordinate with housekeeping, security, and maintenance staff
- e. Maintain hostel records, reports and registers
- f. Assist in organizing hostel activities and student engagement programs
- g. Oversee daily functioning of the mess/canteen, ensure timely preparation and serving of meals, monitor quality and hygiene of food
- h. Inspect kitchen, dining areas, and storage facilities.
- i. Ensure proper handling and storage of food items.
- j. Ensure cleanliness, hygiene, and proper upkeep of hostel premises
- k. Basic computer skills (MS Word, Excel, email communication)
- l. Knowledge of hostel rules, safety norms, and basic first aid
- m. Shall be responsible for cleanliness and activities related to mess and housekeeping
- n. Shall monitor campus horticulture and security arrangements
- o. Any other task as assigned by the Reporting Officer
- p. Shall be required to stay in the Campus 6 days a week

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 two months or two 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.