

Dated-30.10.2026

VACANCY CIRCULAR

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 provides knowledge and professional training through its five Schools and eleven Centres, covering the entire corporate affairs ecosystem with a focus on specialized areas such as Independent Directors, Corporate Social Responsibility (CSR), Business and Human Rights, MSMEs, valuation and financial reporting, insolvency and bankruptcy, competition law, market regulation, corporate governance and investor protection. The Institute also provides in service training for Central Services officers and builds the capacity of public and private sector executives and board leaders in these areas.
- 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 following positions on purely contractual basis initially for a period of one (01) year extendable based on satisfactory performance and the requirement of the Institute/ Project, as the case may be:

Sl. No.	Name of Post	Division	Name of the Project	Monthly consolidated pay)	No. of positions
1	Senior Research Associate	Centre for Excellence in CSR & Corporate Citizenship	IICA	Rs. 75,000/-	01
2.	Chief Program Executive	Centre for Excellence in CSR & Corporate Citizenship	WNS Project	Rs. 1,00,000/-	01

3.	Project Assistant	Centre for Excellence in CSR & Corporate Citizenship	WNS Project	Rs. 40,000/-	01
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2. SUBMISSION OF APPLICATIONS:

- 2.1 Candidates desirous of applying for the aforementioned positions are advised to satisfy themselves that they fulfill the educational qualifications and experience criteria prescribed for the post/(s) against which they intend to apply.
- 2.2 Please read carefully the detailed instructions appended to this vacancy notification. Interested and eligible candidates apply through the following links :

Sl. No.	Name of post	Application link
1	Senior Research Associate	https://forms.gle/U4Dq4pBjxMPESbq66
2.	Chief Program Executive	https://forms.gle/DTeNaY2emL21SyrL6
3.	Project Assistant	https://forms.gle/sYQLc1oUgCzRESN36

Last Date of Application: **21.11.2026**

- 2.1 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 fulfill the eligibility criteria and/or has furnished incorrect/false information/certificate/documents or has suppressed any material fact/(s).
- 2.2 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.
- 2.3 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.
- 2.4 Any dispute arising out of this recruitment process shall be subject to the sole jurisdiction of the Courts in Haryana.
- 2.5 The period of engagement for the positions under the WNS Project shall initially be one year, extendable further based on the individual's performance and the requirements of the Project, up to the duration of the Project, i.e., co-terminus with the Project.

3. COMPENSATION

The selected candidate shall be paid a monthly consolidated pay as indicated hereinabove. 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)

Details of Vacancy and Eligibility Conditions applicable, etc.**A. Senior Research Associate- IICA**

S. No	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Senior Research Associate
2.	No. of position/(s)	:	01 (One)
3.	Monthly consolidated remuneration	:	Rs. 75,000/-
4.	Mode of Recruitment	:	Purely Contract
5.	Maximum age limit (As on closing date)	:	Upto 63 years as on date of closing date of advertisement. However, condition may be relaxed in case of exceptional candidate.
6.	Educational Qualifications & Experience required	:	<ul style="list-style-type: none"> • Full-Time post-graduate degree in Social Sciences, Statistics or qualification related to CSR and Sustainability or related to Needs assessments, SROI, Baseline surveys, Impact evaluation etc.(Ph.D. in relevant disciplines preferred) • Minimum 3-5 years of general experience in CSR and Sustainability. • Proven skills in research and report writing connected to need analysis and impact assessment. • Excellent command of research design, data collection and analysis, MS-Office suite and other data analysis tools • Professional experience in writing and publishing need and impact assessments. • Proven experience in developing research proposals, implementing field studies and report writing connected to need and impact assessment. • Assessing Social Return on Investment (SROI) would be an added advantage.
7.	Skill Set & Experience	:	<ul style="list-style-type: none"> • For needs and impact assessments, SROI, etc. the candidate should possess the following skills - • Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment • Develop assessment and evaluation tools for data collection for field study • Compilation and analysis of data for assessment reports. • Collect and analyze data, prepare draft reports for baseline surveys • Writing and producing reports, research papers or briefs • Excellent written English communication skills with documentation abilities • Provide Project/program coordination including facilitating client communications and data collection and analysis processes • Pull out data from secondary sources, journals. • Ability to work with a team(s).
8.	Key Tasks/ Nature of	:	<ul style="list-style-type: none"> • Conduct general research connected to CSR/sustainability.

	Activities		<ul style="list-style-type: none"> • Organize research specifically related to needs and impact assessment, baseline studies, SRO etc., connected to developing proposals, conducting literature review, framing questionnaires, doing field surveys, data collections and other sources of information and collect, record, analyze, evaluate data/facts. • Support, facilitate and maintenance of CSR data; • Do any other duty as entrusted by the Competent Authority.
9.	Competency		<ul style="list-style-type: none"> • High levels of drive and willingness to learn. • Strong work ethic. • Ability to achieve stretched targets. • High levels of emotional stability. •

B. Chief Program Executive- WNS Project

S. No	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Chief Program Executive
2.	No. of position/(s)	:	01 (One)
3.	Monthly consolidated remuneration	:	Rs. 1,00,000/-
4.	Mode of Recruitment	:	Purely Contract
5.	Maximum age limit (As on closing date)	:	Upto 63 years as on date of closing date of advertisement. However, condition may be relaxed in case of exceptional candidate.
6.	Essential Educational Qualifications & Experience required	:	Essential Qualification: <ul style="list-style-type: none"> • Education: Master's degree in management, Commerce, Economics, Finance, Social Sciences, Environmental Studies, or a related field from a recognized university. A PhD or certifications in CSR/Sustainability, will be an advantage. • Experience: Minimum 10–15 years of relevant experience in CSR, sustainability, ESG, or corporate citizenship roles within corporate, academic, research, or consulting institutions. Proven track record in program design/delivery or advisory services preferred. • Technical Knowledge: In-depth understanding of Indian CSR regulations (Companies Act, 2013; Schedule VII; NBFC CSR rules), SDGs, global standards (UNGC, ISO 26000), and impact measurement tools.
7.	Essential Skills and Competencies	:	<ul style="list-style-type: none"> • Excellent communication skills (written and verbal) for report writing, presentations, and stakeholder interactions. • Proficiency in research methodologies, data analysis (using tools like Excel, SPSS, or NVivo), and content development. • Strong project management abilities, including budgeting, timelines, and multi-stakeholder coordination. • Strategic thinking with a passion for sustainability and corporate responsibility. • Proficiency in MS Office Suite; familiarity with digital learning platforms (e.g., LMS) and virtual collaboration tools is desirable. • Ability to work independently in a dynamic environment and travel as needed.

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Project Assistant
2.	No. of position/(s)	:	01 (One)
3.	Monthly consolidated remuneration	:	Rs. 40,000/-
4.	Mode of Recruitment	:	Purely Contract
5.	Maximum age limit (As on closing date)	:	Upto 63 years as on date of closing date of advertisement. However, condition may be relaxed in case of exceptional candidate.
6.	Essential Educational Qualifications & Experience required	:	<p>- Article ship of CA/CS/ICWA or related disciplines, with exposure on CSR, sustainability or related fields.</p> <p>- 1-3 years' experience of (internships, research assistantships, articleship or related roles) in conducting research or data analysis is a plus. Successful completion of articleship of CA/CS/ICWA will be considered equivalent to one year of experience.</p> <ul style="list-style-type: none"> • Experience of handling files, eProcurement system within govt. system and tenders of development sector preferred. • Experience of preparation of presentation on infographics software desirable. • Should be proficient with MSOffice, Canva, particularly MS Word & MS Excel. • Should have good communications skills/writing skills. • Proficiency in data analysis software (e.g., Excel is must and SPSS, R, or similar tools)is desirable. • Strong attention to detail ,analytical mindset, and ability to draw insights from data. • Excellentwrittenandverbalcommunicationskillsto effectivelycontribute toresearchreportsand presentations. • Enthusiasm for CSR and sustainability topics, with a desire to contribute to meaningful research projects. • Ability to work collaboratively in a team-oriented environment. • Travel to the field areas across India for data collection, meetings, business development is a must. • Managingalltheadministrativetaskssuchasmaintainin greCORDS,preparing data sheets, and updated content module. • Coordination with Finance, Administration & IT units for necessary support to the Team. • Managing finances including follow up on the

			<p>invoices and settlement of advances of the ongoing projects/ upcoming projects</p> <ul style="list-style-type: none"> • Handling/coordinating Learning Management System. • To handle logistic arrangements of Centre for Excellence in CSR & Corporate Citizenship.
7.	Responsibilities	:	<ul style="list-style-type: none"> • Collaboration: Collaborate with the WNS Research team, Finance & Administration stakeholders and experts to ensure smooth project execution, backend support relations. • Opportunity Review: Assist in conducting opportunities reviews to identify key tenders/Opportunity and relevant studies in the field of CSR and sustainability. • Research Administration: Support administrative tasks related to research projects, including record-keeping and documentation. • Office administration: The handling of office files of the Centre for Excellence in CSR & Corporate citizenship, coordination with other units of Finance, Administration and other schools and centers of IICA.

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** to **Annexure-III** 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. The last date prescribed for submission of applications in this vacancy notice is

3. 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.

4. 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.

5. OTHER INFORMATION / INSTRUCTIONS:

- (ii) No TA/DA shall be permissible to attend the interview.
- (iii) Candidates must be of sound health. If selected, they will have to undergo such medical examination and satisfy such medical authority , if required.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) 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.
- (ix) Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- (x) The increment will be as per Policy of the Institute.
- (xi) No interim correspondence or personal enquiries shall be entertained by the Institute. The IICA, on conclusion of recruitment process, will publish the final results on its web-site. IICA will, therefore, not entertain any query regarding recruitment/selection process in the intervening period. Further, IICA will not enter into any correspondence with the candidates about reasons for their non-selection.
- (xii) Canvassing in any form will disqualify the candidate.
