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- 06.11.2026

VACANCY CIRCULAR FOR FILLING UP OF POSITION OF SENIOR CONSULTANT-ESTATE MANAGEMENT ON PURELY CONTRACTUAL BASIS

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 position of Senior Consultant (Estate Management) as per following details on purely contractual basis:

Sl. No.	Name of Post	Centre	Monthly consolidated pay (Rs.)	No. of posts
1	Senior Consultant	Estate Management	75,000/- 1,00,000/	01

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.

2.3 **Application process**: Submit CV through the IICA portal. Only eligible applicants meeting the minimum criteria may apply. The link to apply is- https://forms.gle/9is7GSeKtJrSY2KK6

2.4 Last Date of Application: **28 .11.2026**.

3. COMPENSATION

The selected candidate shall be paid a monthly consolidated pay as indicated against the 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 HR Manager

Details of Vacancy and Eligibility Conditions applicable, etc.

A. Senior Consultant- Estate Management

S. No.	Brief Heading	Details of Requirement / Contents
1.	**Nomenclature of Position**	Senior Consultant – Estate Management
2.	**No. of Position(s)**	01 (One)
3.	**Monthly Consolidated Remuneration**	Rs. 75,000/- to Rs. 1,00,000/- *(commensurate with qualifications & experience)*
4.	**Mode of Recruitment**	Contract
5.	**Maximum Age Limit**	Up to 63 years as on closing date of application *(relaxable in exceptional cases)*.
6.	**Educational Qualifications**	**Essential:** Full-time Bachelor's Degree (B.E. / B.Tech.) in Civil Engineering OR Electrical Engineering with minimum 55% marks from a recognized University/Institute. **Desirable:** Post Graduate Degree / Diploma in Civil / Electrical / Construction Management / Structural / Power Engineering.
7.	**Experience & Rank Equivalence**	Minimum 15 years of field experience in civil construction, electrical infrastructure, project execution, and campus estate maintenance. **Cadre / Rank Equivalence Clause:** The candidate must have completed at least 2-3 years of service in any of the following equivalent grades/ranks: • **Central/State Government (CPWD/PWD):** Executive Engineer (EE) / Assistant Executive Engineer (AEE) in Pay Level-10 (7th CPC) / Grade Pay Rs. 5400/- (6th CPC) or above. • **Défense / Military Engineering Services (MES / BRO / Armed Forces):** Commissioned Officers of the rank of **Captain/Major** (or equivalent in Navy/Air Force/Border Roads) with backgrounds in MES/Civil/Electrical engineering cadres. • **PSUs / Autonomous Bodies / Universities (IITs/IIMs/NITs):** Executive Engineer / Senior Estate Officer / Assistant Executive Engineer at Level-10 pay scale or equivalent E-2/E-3 executive grade in PSUs. • **Private Sector:** Equivalent managerial position managing integrated multi-acre facility/estate infrastructure.

S. No.	Brief Heading	Details of Requirement / Contents
		Technical Competencies: • Thorough operational command over CPWD Delhi Schedule of Rates (DSR), CPWD Works Manual, Analysis of Rates, and e-Procurement/GeM portals. • Proficiency in engineering tools (AutoCAD, MS Project/Primavera) and modern facility management software.
8.	**Job Role & Responsibilities**	**Integrated Estate Management:** Direct supervision of all civil repairs, electrical substations, HVAC/AC systems, DG sets, street lighting, sewage treatment, and water supply networks across campus. **BOQ & Project Execution:** Preparation of Detailed Project Reports (DPRs), BOQs, tender documentation, and 5-year capital asset maintenance schedules aligned with CPWD manuals. **Regulatory Liaison:** Interface with CPWD, State PWD, local municipal bodies, fire safety departments, and environmental compliance agencies. **Quality Control & Billing:** Verification of Measurement Books (MB), processing contract bills, material testing per BIS standards, and handling contractual arbitration/disputes.
9.	**Skills & Competencies**	Strategic estate planning, cross-disciplinary management (Civil + Electrical), strong written/oral communication, public relations, and statutory liaison skills.

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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

2.5 Application process: Submit CV through the IICA portal. Only eligible applicants meeting the minimum criteria may apply. The link to apply through - https://forms.gle/9is7GSeKtJrSY2KK6. Last Date of Application: **28.11.2026**.

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.

iv) 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. 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.

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

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