

**Date: 08.07.2026**

**VACANCY CIRCULAR FOR FILLING UP OF POSITION OF HEAD, CENTRE FOR MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) IN THE INDIAN INSTITUTE OF CORPORATE AFFAIRS IN THE LEVEL-13 OF PAY MATRIX [Rs. 1,23,100-2,15,900] ON DEPUTATION/ CONTRACT/ DIRECT RECRUITMENT 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 following post of Head, Centre for MSME on Direct Recruitment/deputation/purely contractual basis:

Sl. No.	Name of post	Pay level in pay matrix (pre revised scale)	No. of posts	Category (In case of Direct Recruitment)
1.	HEAD, CENTRE FOR MICRO, SMALL AND MEDIUM ENTERPRISES (MSME)	LEVEL-13 OF PAY MATRIX [Rs. 1,23,100-2,15,900]	1	UR

		Or Consolidated pay of Rs.1,75,000/- to Rs. 2,25,000/- (In case of purely contractual)		
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## 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/(s) against which they intend to apply.
- 2.2 Please read carefully the detailed instructions as contained in **Annexure-II** of this vacancy notification.
- 2.3 The applications in the prescribed proforma along with requisite documents should reach “Administrative Officer, Indian Institute of Corporate Affairs, Plot No.6,7&8, Sector-5, IMT Manesar, District- Gurugram (Haryana), PIN-122052 by 07.09.2026. 5.00 P.M. The applications received after the closing date/time shall not be entertained.

## 3. COMPENSATION & PACKAGE

In addition to the pay, as per pay matrix as indicated against the post at **Annexure-I** benefits like Dearness Allowance, Transport Allowance, Accommodation as per rules or House Rent Allowance in lieu thereof, Leave Travel Concession (LTC) medical facilities and other compensation packages are also available as admissible to the employees of the IICA as per IICA’s rules in case of appointment on deputation/direct recruitment basis only.

## 4. Positions available and other details

Details of the opening available, including pay-scales, minimum educational qualifications and experience required, number of post, etc. are given at **Annexure-I**. However, the vacancy is subject to change and the IICA, at its discretion, may or may not fill up the post.

## 5. LEAVES

Leave shall be granted as per policy of the Institute

## 6. METHOD OF SELECTION

- 6.1 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.
- 6.2 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/-  
(Anil Kumar)  
Administrative Officer  
Phone: +91-124-2640086

**Details of Vacancy and Eligibility Conditions applicable, etc.****A. Head [Centre for Micro, Small and Medium Enterprises (MSME)]**

<b>S. No.</b>	<b>Brief Heading</b>	<b>:</b>	<b>Details of the requirement / contents for the Brief Heading</b>
1.	Nomenclature of Position	:	Head, Micro, Small and Medium Enterprises (MSME)
2.	No. of position/(s) & Reservation	:	01 (One) UR
3.	Scale of Pay/Pay Matrix/ Consolidated remuneration/fee	:	LEVEL-13 OF PAY MATRIX [Rs. 1,23,100-2,15,900] (In case of deputation/Direct Recruitment) Or Consolidated pay of Rs.1,75,000/- to Rs. 2,25,000/- (In case of purely contractual)
4.	Mode of Recruitment	:	Deputation : for 3 years Or Contract : Initially for one year, extendable on year to year basis Maximum 05 years or 70 years whichever is earlier. Or Direct Recruitment (DR) : UR
5.	Maximum age limit (As on closing date)	:	Upto the maximum of 56 years in case of deputation/DR Upto 68 years in case of purely contractual.
6.	Educational Qualifications & Experience required	:	
	Direct Recruitment/Contract		<b>Essential :</b> Postgraduate degree in the relevant field with at least 10 years experience.
	Deputation		<b>Essential :</b> Officers holding analogous post and possess adequate experience in relevant field; or who have completed five years of service in the Level 12 as per 7 <sup>th</sup> CPC (pre-revised grade pay of Rs. 7600) post and possess adequate experience in relevant field or 10 years of service in the Level 11 as per 7 <sup>th</sup> CPC (pre-revised grade pay of Rs. 6600 and possess adequate experience in relevant field.
7.	Brief description of the functions of Centre	:	The Centre for Micro, Small and Medium Enterprises (MSME) is established by Indian Institute of Corporate Affairs (IICA). The Centre conducts capacity building courses and trainings for MSMEs/CPSEs and other stakeholders through seminars and workshops to foster the MSME innovation eco system and to improve their procurement processes/systems as per needs for enabling effective implementation of public procurement policy and to promote sound procurement policies and practices as essential elements of good governance so that MSMEs access to public

		procurement can be improved and sector can be promoted; to design and deliver high value knowledge support in the areas of Governance, Regulatory and Compliance (GRC) Management for Improving the efficiency, effectiveness and delivery of the change agents – Development organizations such as State Governments – Industry & Commerce Departments & Industry Associations engaged in development of MSMEs for effective business sustainability of MSMEs; to provide support MCA for the training and capacity building; MSME outreach and stake holder consultation.
8.	<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>• The Head will be responsible for driving growth, market expansion and revenue generation within the Centre of Micro, Small, and Medium Enterprises (MSME), IICA.</li> <li>• Developing business strategies, building partnerships, identifying new market opportunities and ensuring achievement of business targets while maintaining strong customer relationships.</li> <li>• Develop and execute business growth strategies aligned with organizational objectives.</li> <li>• Identify new market opportunities, customer segments and revenue streams.</li> <li>• Create annual business plans, sales forecasts and growth initiatives.</li> <li>• Monitor industry trends, MSME related activities and regulatory developments affecting MSMEs.</li> <li>• Achieve business volume, revenue, profitability for the Centre.</li> <li>• Design and implement training programmes/course.</li> <li>• Build and maintain relationships/partnership with key MSME clients, industry associations and ecosystem partners.</li> <li>• Analyze business performance, market trends, and customer data.</li> <li>• Prepare management reports, business reviews, and strategic recommendations.</li> </ul>
9.	<b>Specific Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Strategic planning and execution</li> <li>• Business development and sales leadership</li> <li>• Relationship and stakeholder management</li> <li>• Team leadership and people development</li> <li>• Negotiation and partnership development</li> <li>• Market research and competitive analysis</li> <li>• Excellent communication and presentation skills</li> </ul>

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**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.

**Note VI:** Only post qualification (as prescribed) experience would be taken as relevant experience indicated in **Annexure-I**.

**3. DEPUTATION TERMS & CONDITIONS:**

Candidates who are already working in Central/State Governments, Statutory/Autonomous Bodies, Universities, Public Sector Undertakings, Semi-government Bodies etc. can also apply on deputation/deputation on foreign service terms. The terms and conditions of deputation/deputation on foreign-service terms including upper age limit in such cases for deputation shall be governed by Department of Personnel & Training (DoPT) O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended/clarified from time to time.

**4. HOW TO APPLY**

Candidates must carefully read the instructions and apply only in the prescribed Application Format given at **Annexure-III**, which can also be downloaded from the website of IICA at [www.iica.nic.in](http://www.iica.nic.in).

- ii) The application should be submitted strictly in accordance with the prescribed format. Any alternations/cuttings/over-writing should be duly countersigned by the Candidate.
- iii) 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).

- iv) 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.
- v) The applications, complete in all aspects must reach the **“Administrative Officer”, Indian Institute of Corporate Affairs, Plot No.6,7 & 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122052** on or before the prescribed closing date. The applications received after last date/time prescribed shall not be entertained.

**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:** Candidates can also **deliver** their application/(s) in person at the Reception of Indian Institute of Corporate Affairs (IICA), Plot No.6,7 & 8, Sector-5, IMT Manesar, District- Gurugram (Haryana), PIN-122052 under proper acknowledgement.

**Note III:** Applications received through couriers or courier services of any type shall be treated as having been received ‘BY HAND’ at the IICA’s Reception.

- vi) “Candidates are required to superscribe the words ‘**APPLICATION FOR THE POST**’ on the top of the envelope while submitting their application.”
- vii) Any dispute arising out of this recruitment process shall be subject to the **sole** jurisdiction of the Courts in Haryana.

## **5. 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.

**6. 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.

**7. OTHER INFORMATION / INSTRUCTIONS:**

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

(iii) Candidates who intend to apply against any post on deputation/ deputation on foreign service terms should get their applications forwarded **through Proper Channel** alongwith attested copies of ACRs/APARs of the last 5 years (duly attested by an authority not below the rank of Under Secretary to the Government of India) with following certificates in prescribed format at **Annexure-IV**:

- (a) Vigilance Clearance;
- (b) Certificate that no Minor/Major penalty has been imposed;
- (c) Integrity Certificate (duly attested by Administration Authority);
- (d) Cadre Clearance.

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

(v) Appointment of finally selected candidates would be subject to satisfactory report about his/her Character and Antecedents by the District/Police authorities, verification of caste/tribe and class certificate, wherever applicable, and completion of other pre-recruitment formalities to the complete satisfaction of the IICA.

(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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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: 124-264 0000 Fax: 124-2291036

**APPLICATION FORM**

NAME OF THE POST APPLIED FOR: \_\_\_\_\_

Mode of Recruitment: DR/Deputation/ Contract: -----

The Application form should be filled in by the candidate in his/her own hand writing neatly and legibly in **BLOCK CAPITALS** only. Separate sheets may be attached wherever the space in a column is found inadequate.

Note: A. Attach separate sheets in case of insufficient space in any column

B. Attach only copies of the qualifying degree(s)/certificates

Photograph  
of the  
candidate  
(self attested)  
3cm. × 5 cm.

1. Candidate's Name: \_\_\_\_\_  
(In BLOCK LETTERS)

2. Father's/Husband's name \_\_\_\_\_

3. Date of Birth (DD/MM/YYYY): \_\_\_\_\_

4. Age as on (Closing Date) :( Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days) \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Marital Status: \_\_\_\_\_

7. Sex (Male/Female): \_\_\_\_\_

8. Permanent residential: \_\_\_\_\_

Address \_\_\_\_\_

District \_\_\_\_\_ State \_\_\_\_\_

PIN \_\_\_\_\_

9. Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

District

State

PIN \_\_\_\_\_

10. (a) Telephone No. (With STD Code): \_\_\_\_\_  
(b) Mobile No.: \_\_\_\_\_  
(c) Fax No. (With STD Code): \_\_\_\_\_  
(If any)

11. E-Mail address: \_\_\_\_\_

12. (a) Present Employer : \_\_\_\_\_

(b) Status of Present employer:

- (i) Central Government (ii) State Government  
(iii) Autonomous Organization (iv) Public Sector Undertaking (PSU)  
(v) Others

(c) Present post held \_\_\_\_\_

(d) Complete postal address of employer \_\_\_\_\_  
\_\_\_\_\_

13. Educational Qualifications (From matriculation onwards):

S. No.	Examination & School/College/Institute	University/ Board	Year of Passing	Division/ Grade	Percentage of marks	Subject (s)

**(Attach a separate sheet if required)**

14. Membership in Professional bodies (If any): \_\_\_\_\_

15. Details of publications [Peer reviewed national and international journals, Chapters in Books, Books] of the candidate ***[Publications in newspapers and popular magazines will not be considered]***

S. No.	Title of the paper/ book	Year of publication	Details of Publication	Details of co-author/s, if any	Subjects

16. Academic Experience (In chronological order)

S. No	Name of the Institution/ Organization	Post held	Pay Scale	Nature of appointment (permanent/ ad-hoc/ temporary)	Period		Nature of work	Last Basic Pay (in Rs.)	Reason/ (s) for leaving
					Form	To			
<b>Total Academic Experience</b>					<b>Years .....</b>				
					<b>Months....</b>				

*(Attach a separate sheet if required)*

17. Industry/ Professional Experience

S. No.	Name of the Institution/ Organization	Period		Designation	Fulltime/Part-time	Reason/ (s) for leaving
		Form	To			
<b>Total Industry/Professional Experience</b>		<b>Years.....</b>				
		<b>Months.....</b>				

*(Attach a separate sheet if required)*

18. (a) Language(s) known : (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_

(b) Proficiency : (i) Read/Write/Speak (ii) Read/Write/Speak (iii) Read/ Write/ Speak

19. Achievement (s)/Award(s): \_\_\_\_\_

20. Extra-curricular activities: \_\_\_\_\_

21. Hobbies: \_\_\_\_\_

22. Any other information: \_\_\_\_\_

23. Name and address with telephone numbers of two references  
**(other than relatives)**

1.

2.

24. Please enclose a write-up justifying your suitability for the post you have applied (in not more than 200 words, preferably in bullets).

25. I, do hereby declare that-

- i. In view of the information submitted above, I am eligible for the post applied for.
- ii. I have never been punished or been convicted by any Court of Law for any offence.
- iii. There are no criminal proceedings contemplated / pending against me.
- iv. I have never been punished / debarred by any Central / State Government, Statutory / Autonomous Body and the IICA in past for appearing in any examination.
- v. All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment/selection forfeited. I have carefully read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

**Note: Candidates already employed in Central/State Governments, Autonomous Bodies, PSUs etc. must submit the following certificate, duly signed by their employer agreeing to release them in case finally selected in the IICA, at the time of presentation and/or interview.**

**CERTIFICATE FROM EMPLOYER**

- (i) The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.
- (ii) Certified that Shri/Ms. \_\_\_\_\_ holds a permanent/temporary post of \_\_\_\_\_ under the Government/Organization since\_\_\_\_\_.
- (iii) Certified also that he/she has submitted his/her application to this department/ office on \_\_\_\_\_ and his/her pay is \_\_\_\_\_.
- (iv) Certified also that Shri./Ms. \_\_\_\_\_ will be released immediately in case of his/her selection in the IICA.
- (v) The information given by Shri./Ms. \_\_\_\_\_ in the application form has been verified with reference to his/her service record and is found correct.
- (vi) There is no vigilance / disciplinary case is either pending or being contemplated against Shri./Ms.\_\_\_\_\_.
- (vii) His / Her integrity is certified.
- (viii) Photocopies of his/ her APAR Dossiers for the last 5 years duly attested by an officer not less than the rank of Under Secretary of the Govt. of India are enclosed.
- (ix) No Major / Minor penalty has been imposed on him / her during the last 10 years ORA list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed, as the case maybe.

Date:

Signature of the Head of the  
Office/Head of Department with  
official Seal

Place: