

Dated-11.03.2026

VACANCY CIRCULAR FOR FILLING UP OF POSITIONS OF HEAD OF CENTRES 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 positions of Heads of two Centres as per following details on purely contractual basis:

Sl. No.	Name of Post	Centre	Monthly consolidated pay (Rs. in Lakh)	No. of posts
1	Head	Centre for Institutional Partnership & Corporate Communication	1.75- 2.25	01
2	Head	Centre for Independent Director	1.75 - 2.25	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 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 **31.03.2026** 5.00 P.M. The applications received after the closing date/time shall not be entertained.

3. COMPENSATION

The selected candidate shall be paid a monthly consolidated pay of ranging from Rs. 1,75,000/- to Rs. 2,25,000/-. 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/-
(Anil Kumar)
Administrative Officer
Phone: +91-124-2640086

Details of Vacancies and Eligibility Conditions applicable, etc.**A. Head [Centre for Institutional Partnership & Corporate Communication]**

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Head, Centre for Institutional Partnership & Corporate Communication
2.	No. of position/(s) & Reservation	:	01 (One)
3.	Monthly consolidated remuneration	:	Rs. 1,75,000/- to Rs. 2,25,000/-
4.	Mode of Recruitment	:	Contract : Maximum 05 years on year-to-year basis or 70 years whichever is earlier.
5.	Maximum age limit (As on closing date)	:	Less than 65 years as on date of closing date of advertisement. However, condition may be relaxed in case of exceptional candidate.
6.	Educational Qualifications & Experience required	:	Postgraduate degree in Mass Communication, Public Relations, Management, Public Policy, Law, Corporate Affairs or related discipline from a recognized university with minimum of 10 years of post-qualification experience in institutional partnerships, corporate communications, stakeholder engagement, branding and public affairs.
7.	Brief description of the functions of Centre	:	Institutional Partnerships and Corporate Communications is cross cutting services across and within the IICA verticals. The Centre facilitates collaboration and communication for all IICA Schools and Centres and also serves as the external interface of the institution. Engagement with external institutions; building up of strategic partnerships; creating national and international platforms for exchange of experience and ideas; stimulating dialogue; event planning; notification and promotion; communications regarding opportunities and dissemination of information are the major activities of the Centre. The Centre is responsible for all internal and external communication requirements of IICA, the projection of the IICA brand and the documentation and preservation of IICA history in print and audio/visual formats. While each School and Centre engages in interaction with external institutions at a certain level, all formalized communications and dissemination of information that emanates from the Institution as well as its verticals, is generated from the Corporate Communications vertical.
8.	Job Responsibilities		<ul style="list-style-type: none"> • To head the Centre for Institutional Partnership & Corporate Communication. • Develop and strengthen strategic partnerships with government bodies, PSUs, corporates, academic institutions, regulators, international organizations and professional bodies. • Identify new collaboration opportunities for

		<p>training, research, consultancy, events and knowledge exchange.</p> <ul style="list-style-type: none"> • Execution of MoUs, agreements and collaboration frameworks. • Act as the primary point of contact for institutional partners and ensure effective relationship management. • Monitor and evaluate the outcomes and impact of partnerships. • Formulate and implement a comprehensive corporate communication and branding strategy aligned with the Institute’s vision and objectives. • Oversee internal and external communications, including press releases, newsletters, brochures and official publications. • Manage media relations and serve as the nodal officer for press and public communications. • Ensure consistency in messaging, brand identity, and institutional positioning across all platforms, including social and print medias. • Supervise content development for the website, social media and digital outreach channels. • Coordinate communication with key stakeholders including ministries/departments, faculty, participants, alumni and partners. • Support leadership in high-level meetings, conferences and public engagements. • Organize institutional events, seminars, conferences and outreach programs in coordination with academic and administrative units. • Prepare concept notes, policy briefs, presentations, and reports related to partnerships and communications. • Contribute to institutional strategy, sustainability planning, and resource mobilization initiatives. • Ensure compliance with applicable government communication guidelines and institutional policies.
9.	Specific Knowledge/Skills	<ul style="list-style-type: none"> • Should possess strong Managerial and Administrative skills. • Strategic, partnership management, partnership development & Negotiation skills • Corporate Communication Skills • Brand positioning and messaging • Executive communication • Media relations • Content development • Relationship and interpersonal skills • High-level networking • Digital and & modern communication skills • Digital PR & social media strategy • Should have strong analytical skills • Strong written and spoken communication skills. • Possess strong networking skills.

			• Any other responsibility given by the Institute
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B. Head [Centre for Independent Director]

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Head, Centre for Independent Director
2.	No. of position/(s) & Reservation	:	01 (One)
3.	Monthly consolidated remuneration	:	Rs. 1,75,000/- to Rs. 2,25,000/-
4.	Mode of Recruitment	:	Contract : Maximum 05 years on year-to-year basis or 70 years whichever is earlier.
5.	Maximum age limit (As on closing date)	:	Less than 65 years as on date of closing date of advertisement. However, condition may be relaxed in case of exceptional candidate.
6.	Educational Qualifications & Experience required	:	Postgraduate degree in Law, Management, Finance, Economics, Corporate Governance, Public Policy, or related discipline, with a minimum of 10 years of post-qualification experience in corporate governance, regulatory policy, research, board advisory and related areas.
7.	Brief description of the functions of Centre	:	<p>In the year 2019, IICA has developed a digital & policy level initiative in the name of Independent Directors' Databank with the regulatory changes in the Companies Act, 2013 through the support of MCA. The Databank is a Central Repository of all Independent Directors of the country with an aim to serve as apex platform for the capacity building of the Independent Directors for having enhanced Corporate Governance standard of the Boards. The Databank has about 22,000 directors including 6,000 plus women directors and also 2,700 plus companies. In order to serve such big universe of Independent Directors, by way of capacity building and research based interventions, a Centre for Independent Directors has been established by IICA under the mandate given by the Companies Act to set up, operate and maintain the databank of independent directors. The Centre has experienced professionals providing the various solutions including, E-learning modules, E-learning case studies, Monthly E-Newsletter "The Hub", Fortnightly webinars and Power Talks, Corporate Search for shortlisting suitable profiles, Online Proficiency Self-Assessment Test, Knowledge resources, Conducting research on contemporary topics</p> <p>The centre regularly organizes the familiarization programs and master class for the capacity building of the Independent Directors. The Centre also plans to engage with the Independent Directors and other stakeholders in a more intensive manner by way of advocacy campaigns with corporates in partnership with RoCs of MCA to have more companies on board for providing better opportunities to the aspiring directors,</p>

		advocacy for enhanced enforcement of provisions relating to Independent Directors, Policy level interventions in Companies Act, 2013 for seeking necessary amendments for companies to provide reference to databank while appointing Independent Directors, offering capacity building formats helping aspiring directors to learn from experienced directors and developing a capacity index of professionals for serving as Independent Directors
8.	Job Responsibilities	<ul style="list-style-type: none"> • To head the Centre for Independent Director and the Secretariat. • Manage and operate the Independent Director portal. • Conduct research on Corporate Governance using the data information in the Database. • Profile corporate governance practices of companies in the Indian market. • Publication of research reports on key governance themes focusing on the Indian business environment. • Networking with ministries, regulators & industry chambers to facilitate discourse and effective resolution of emerging key and diverse policy matters and regulatory issues affecting the Indian business environment. • Driving thought-leadership, moderating and facilitating global conferences and seminars. • Any other responsibility given by the Institute
9.	Specific Knowledge/Skills	<ul style="list-style-type: none"> • Should possess strong Managerial and Administrative skills. • Should be experienced in producing research reports, developing projections and recommendations for governance practices in India. • Has good understanding of the economic, policy and regulatory landscape of the market. • Is well versed with the typical corporate governance practices followed by the companies in the market • Knowledge of CA 2013, SEBI Provisions & Secretarial Standards • Experience conducting research on company disclosures and identifying emerging trends and best practices in the governance space. • Should have strong analytical skills • Strong written and spoken communication skills. • Possess strong networking skills. • Any other responsibility given by the Institute

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 & II** 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 & II 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 & II**.

3. HOW TO APPLY

Candidates must carefully read the instructions and apply only in the prescribed Application Format given at **Annexure-IV**, which can also be downloaded from the website of IICA at 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.

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.



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			
Total Academic Experience					Years				
					Months....				

(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			
Total Industry/Professional Experience		Years.....				
		Months.....				

(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