सत्यमेव जयते

Indian Institute of Corporate Affairs
Partners in Knowledge. Governance. Transformation

F. No. I-12032/10/2026-HR

भारतीय कारपोरेट कार्य संस्थान / Indian Institute of Corporate Affairs
कॉर्पोरेट कार्य मंत्रालय / Ministry of Corporate Affairs
भारत सरकार / Government of India
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प्लॉट नं. पी ६-७-८, सेक्टर-५ / Plot No. P 6-7-8, Sector - 5
औ. म. टा., मानेसर, जिला – गुरुग्राम / IMT, Manesar, Dist. – Gurugram
हरियाणा, पिन-१२२०५२ / Haryana, PIN-122052

दिनांक / Dated: ११.०३.२०२६/ 11.03.2026

VACANCY CIRCULAR

Subject: Notice inviting applications – Selection for engagement against various positions for IICA Shillong Project on purely contract basis in Indian Institute of Corporate Affairs, Ministry of Corporate Affairs – Reg.

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The Indian Institute of Corporate Affairs (IICA), under the Ministry of Corporate Affairs, Government of India, functions as a specialized academic-cum-training institution, research body, and think tank; focused on advancing knowledge, innovation, excellence and best practices in the field of corporate affairs and allied disciplines/subjects, in thematic areas such as Finance and Economy, Social Welfare, Human Resource Development, Infrastructure and Resources, and Technology and Governance. IICA as part of its mandate conducts specialized training, carries out action research, accords policy advisory, offers service delivery and carries out capacity building to support, facilitate and aid the Central and State Governments in developing an enabling eco system for corporates, businesses, enterprises, professionals, youth, other related stakeholders and civil society at large; aligned to national priorities and with the aim towards a Viksit Bharat @ 2047.

2. The Government of India has established a Northeast regional campus of the IICA at Shillong, Meghalaya to build corporate governance, regulatory capacity, and an enabling business ecosystem in the Northeast region through training, research, advocacy and advisory services for government, professionals, youth, and entrepreneurs.

3. To take the project forward in terms of IICA Shillong operations and functioning, both for the institutional & academics front and campus construction front, inter alai permanent campus construction, temporary campus setup, post creation, city office setup, establishment, operations & functioning, program conception, planning, organization and conduct, research activities, institutional planning, project monitoring, assessment etc. Indian Institute of Corporate Affairs, Ministry of

Corporate Affairs invites applications from interested, willing, eligible, and qualified candidates from the open for engagement on urgent basis, for the positions as indicated below, on purely contractual basis.

4. The terms & conditions for engagement of the for positions shall be regulated in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated. 19.12.2020, IICA Rules, GOI rules, as extant and as applicable, for position to position basis, and as amended from time to time.

5. The requisite details for engagement of the advertised positions, including number of positions, eligibility criteria, terms of Reference etc are enclosed as Recruitment Rules, annexed to this vacancy circular. Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of a large number of applicants, IICA reserves the right to shortlist applicants as may be considered appropriate and no reason for rejection shall be communicated.

6. Method of Selection: 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. 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.

7. Compensation: The selected candidate shall be paid a monthly consolidated pay as indicated/stated against each position in the "Recruitment Rules" annexed to this vacancy circular. 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.

8. Interested, willing and eligible persons may submit their application in the prescribed format along with relevant documents, detailed biodata and relevant experience documentation. Incomplete applications will not be considered. The details of eligibility conditions, remuneration, terms etc. can be downloaded from the website: www.iica.nic.in.

9. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Director General, IICA.

10. The last date of submission of application form is 26.03.2026 up to 05:00 PM. Applications received after the last date will not be considered and are liable to be summarily rejected. Interested and eligible candidates may send their applications along with copies of certificates/testimonials/experience certificates to "Assistant Manager (HR), Indian Institute of Corporate Affairs, Ministry of Corporate Affairs, Plot No. P-6, 7-8, Sector-5, IMT Manesar, Distt. Gurugram, Haryana, PIN-122052" on or before 26.03.2026 till 5 PM or email at hr@iica.in. Incomplete applications/without supporting documents shall be outrightly rejected.

11. IICA reserves the right to fill or not to fill the post advertised or to cancel the advertisement, and not to proceed in the matter for engagement of consultant, at any stage, and accept or reject any of the applications, without assigning any reason whatsoever. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reason for not being called for interview

12. Director General, IICA reserves the right to relax/modify/any criteria of eligibility regarding age/qualification/Experience or any other relevant parameters if candidate is found otherwise suitable.

13. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection.

14. NO TA/DA is admissible to attend the interview.

15. Selected candidates will have to join duty immediately on receipt of the offer. If the candidate selected and offered appointment as Consultant fails to join within the stipulated period, his/her offer as appointment shall stand cancelled and no extension in joining time shall be granted on any ground, whatsoever.

Encl.: A/a

(Gauri Raina)
Assistant Manager (HR)
Indian Institute of Corporate Affairs
Ministry of Corporate Affairs
Government of India
Tel: 0124-2640000 | e-mail: hr@iica.in
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To:

1. The Director (CS), Dept. of Personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi -110003, with the request to kindly arrange to place this vacancy circular on the website of the DoPT, for giving wide publicity.

2. The Deputy Director General (Employment), Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi - 110001, with the request to kindly arrange to post this vacancy circular on the NCS Portal, for giving wide publicity.

3. The Pr. Secretary/Commissioner & Secretary/Secretary Department of Information and Public Relations, Govt. of Arunachal Pradesh/Govt. of Nagaland/Govt. of Manipur/Govt. of Mizoram/ Govt. of Tripura/ Govt. of Meghalaya/ Govt. of Assam/ Govt. of Sikkim, with the request to kindly facilitate to post this vacancy circular on suitable/appropriate websites/portals/official media of the State Government, for giving wide publicity.

4. The Resident Commissioner, Arunachal Pradesh, Arunachal Bhavan, Kautaliya Marg, Chanakyapuri, New Delhi - 110 021, with the request to kindly facilitate for giving wide publicity to this vacancy circular in the state of Arunachal Pradesh.

5. The Principal Resident Commissioner, Assam, Assam Bhavan, S.P. Marg, New Delhi - 110021, with the request to kindly facilitate for giving wide publicity to this vacancy circular in the state of Assam.

6. The Resident Commissioner, Manipur, Manipur Bhavan, 2 Sardar Patel Marg, New Delhi - 110021, with the request to kindly facilitate for giving wide publicity to this vacancy circular in the state of Manipur.

7. Principal Resident Commissioner, Meghalaya, Meghalaya House, 9 Aurangzeb Road, New Delhi - 110011, with the request to kindly facilitate for giving wide publicity to this vacancy circular in the state of Meghalaya.

8. Resident Commissioner, Mizoram, Mizoram House, Pt. Uma Shankar Dixit Marg, New Delhi - 110021, with the request to kindly facilitate for giving wide publicity to this vacancy circular in the state of Mizoram.

9. Resident Commissioner, Nagaland, Nagaland House, 29 Aurangzeb Road, New Delhi - 110011, with the request to kindly facilitate for giving wide publicity to this vacancy circular in the state of Nagaland.

10. Resident Commissioner, Sikkim, Sikkim House, 12, Panchsheel Marg, New Delhi - 110021, with the request to kindly facilitate for giving wide publicity to this vacancy circular in the state of Sikkim.

11. Resident Commissioner, Tripura, Tripura Bhavan, Kautilya Marg, New Delhi - 110021, with the request to kindly facilitate for giving wide publicity to this vacancy circular in the state of Tripura.

12. The Joint Secretary, Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya, for kind information.

13. The Director, e-Governance Division, Ministry of Corporate Affairs-Hq, 13012-13, CCS-1, 3rd Floor, Kartavya Bhawan-01, Dr. Rajendra Prasad Road, New Delhi – 110001, with the request to kindly arrange to post this vacancy circular on the website of the Ministry, for giving wide publicity.

RECRUITMENT RULES | MANPOWER – IICA MCA SHILLONG

(FUNCTION, DOMAIN, ENGAGEMENT, CONDUCT, CONTROL & TERMS OF REFERENCE)

Sl. #	Name of Post & code	Strength & Location	Functional Domain	Remuneration (fixed per month in INR)	Engagement form & term	Method of recruitment	Age limit (**as on last date of receipt of application*)	Reports to	Terms of Reference	Conditions of Contract
(a)	*(b)*	*(c)*	*(d)*	*(e)*	*(f)*	*(g)*	*(h)*	*(i)*	*(j)*	*(j)*
1	Academic Lead & Principal Researcher (Entrepreneurship and MSME Ecosystems) *(ALPR-EMSME)*	One (1), Manesar/Shillong	Training, Research, Advocacy & Advisory	1,15,000	1. Purely contractual on fixed consultancy fee basis 2. Maximum 3 years, extendable on year-to-year basis, subject to satisfactory performance.	Interview	50	OSD, IICA Shillong	ANNEXURE - II	ANNEXURE - I
2	Centre Administrator *(CA)*	One (1), Shillong	Management, PR, Coordination & Liaison	1,00,000			61 *(**can be relaxed at discretion of DG & CEO,IICA)*		ANNEXURE - III	
3	Sr. Planning Executive (Institutional Development & Academics) *(SPE-IDA)*	One (1), Manesar	Institutional	1,25,000		Shortlisting (by method as decided) followed by Interview	55		ANNEXURE - IV	
4	Sr. Research Associate *(SRA)*	One (1), Manesar	Research & Analysis	75,000			40	SPE-IDA	ANNEXURE - V	

**Note:

1. The place of posting i.e., Manesar or Shillong may be decided/changed as per requirement/necessity, as may emerge or as per the discretion of the Director General & CEO, IICA.
2. Director General & CEO, IICA reserves the right to modify/amend the prescribed method of selection/recruitment for any of the posts.
3. Director General & CEO, IICA reserves the right to relax/modify/amend any criteria of eligibility, regarding age/qualification/experience/skill/competency or any other relevant parameters for any of the posts.
4. Decision of the Director General & CEO in any aspect/matter in connection and relation to any of the posts shall be final and binding.

ANNEXURE – I

TERMS & CONDITIONS OF CONTRACTUAL ENGAGEMENT/CONSULTANCY FOR IICA MCA SHILLONG

1. Specific terms & conditions of Contract:

   i. The selected candidate will be engaged purely on contractual basis.
   ii. Annual increments or percentage will be provided during the contract period as performance review and consideration of the OSD/competent authority and in consonance with as per IICA HR policy.
   iii. Termination:
      a. The engagement of the contractual position may be terminated either side at any time by giving two months' notice.
      b. IICA may terminate the consultant's engagement in case he/she is unable to achieve the assigned work within the time limit; the work assigned to him is not satisfactory to the IICA and / or found lacking in honesty and integrity.
   iv. Allowances & Provisions:
      a. Consultant shall not be entitled for any allowances of the central governments, unless specifically mentioned in this TOR, including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities, conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS, reimbursement of telephone/internet resources etc.
      b. For travel, locally/within the country in connection with the official work/assignment, consultant would be entitled to TA/DA as per extant IICA policy.
      c. The consultant will however be eligible for official email id, Authority identity card, internet connection, with standard office equipment facility etc.
   v. Retired government employees:
      a. The engagement as consultant shall not be considered as a case of reemployment in case of retired Government employees.
      b. A retired Govt. official appointed as a consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement.
   vi. No additional benefits related to promotion or seniority as a regular government servant are available.
   vii. Income Tax: Income Tax or any other tax, whichever are applicable will be deducted as per the prevailing rules at source before effecting the payment for which the Department will issue TDS certificate.
   viii. Tenure of consultancy/engagement:
      a. The tenure/term of the consultancy shall be for a maximum period of 3 years, extendable on year-to-year basis, subject to satisfactory performance.
      b. However, the consultancy period may be considered for further extension at the discretion of the Competent Authority subject to project requirement, functional requirement, performance appraisal, fitness of the individual, etc. for a further period of 2 years, or up to 65 years of age (in case of retired individuals), whichever is earlier.
      c. Further extension on a year-to-year basis will be considered based on the work performance and need for the specific post.
   ix. Leave:
      a. Leave as per IICA policy for contractual engagements shall be allowed.

b. Accumulation of leave beyond a calendar year shall not be allowed. Un-availed leave in the tenure of a single year cannot be carried forward to the next tenure of 1 year.

x. Working Schedule, duty Hours & attendance:

a. The weekly working schedule shall be from Monday to Friday (5 days working).

b. The Consultant shall be required to observe the normal office timings between 9.30 am to 6:00 PM and may also be called upon to attend office beyond working hours and on Saturdays/Sundays or any other holidays, in case of exigencies of work.

c. Applicable necessary allowance or remuneration shall be paid for extra hours/ holidays as approved by the competent authority.

d. They shall mark their attendance in the biometric system of attendance, failing which it may result in deduction of remuneration.

xi. Procedure for Appointment: On receipt of the Offer the Consultant shall be required to submit the following Documents:

a. Letter of Consent.

b. Contract Agreement, duly signed, in the prescribed pro forma

c. No-Disclosure Agreement — Confidential Clause with the Government of India, and

d. Ethics & integrity Clause (both duly signed)

e. An undertaking towards acceptance of the Terms & Conditions contained in the Offer of Appointment.

f. The selected candidate shall be required to sign the Contract Agreement and Non-Disclosure Agreement (03 copies, each) on a Non-Judicial Stamp Paper of Rs. 500/-

g. Any other agreement/undertakings as may be prescribed by the HR Department, IICA or as is deemed required/necessary, based on the role/profile of the position engaged to.

2. General terms & conditions of Contract:

i. The Consultants must maintain the decorum and discipline expected of a Central Government officer.

ii. Consultants will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized persons (s) any information/ date that may come to their notice during the period of their engagement with IICA. All such documents will be the property of the Government.

iii. Consultants will not utilize or publish or part with, to a third party, any part of the data or statistics, proceedings, or information collected for the purpose of their assignments or during assignment for IICA without the express written consent of IICA.

iv. Consultants will be completely accountable for any advice, or any service rendered by them during their engagement with IICA in view of norms of ethical business and professionalism. Reference, Central Vigilance Commission's circular No. 01/0/2017 dated 23.1.2017 and circular No. 08.06.2011 dated 24.06.2011 regarding engagement of consultants.

v. Consultants must act, always, in the interest of Indian Institute of Corporate Affairs, Ministry of Corporate Affairs and render any advice/ service with professional integrity.

vi. Consultants will maintain the highest standards of integrity, transparency, competitiveness, economy, and efficiency while working in IICA.

vii. The Consultant so appointed shall in no case represent or give opinion or advice to others in any matter, which is averse to the interest of the IICA/MCA, nor will they indulge in any activity outside the terms of the contractual assignment.

viii. The consultant will be required to sign a non-disclosure undertaking and will be required to sign an agreement of confidentially with the Government of India containing a clause on Ethics and Integrity.

ix. The consultant shall not exercise any statutory, legal, and financial powers.

x. Travel Requirements: The consultants must be willing to travel to NER or across India, including remote areas, for official requirement, if required, necessary or instructed by OSD/Competent Authority.

xi. Confidentiality: The data collected/produced as well as deliverables produced for the IICA shall remain with this office. No one shall utilise, publish, disclose, or part with, to a third party, any part of the data or statistics or proceeding or information collected for the purpose of this assignment or during the course of assignment from the IICA without the express written permission of DG, IICA. The consultants are bound to hand over the complete set of records of assignment to this office before the expiry of the contract and before the final payment is released.

3. Relaxation: In exceptional cases of highly specialized requirements, Director General & CEO, IICA may relax any or all the conditions enumerated above.

ANNEXURE – II

TERMS OF REFERENCE – ACADEMIC LEAD & FACULTY ASSOCIATE (ENTREPRENEURSHIP & MSME ECOSYSTEMS) (ALFA-EMSME)

1. JOB BRIEF:
   A. The position of Academic Lead & Faculty Associate (EMSME) entails an academic and training function role under IICA Shillong.
   B. This profile incumbent shall drive transformative impact in the NE entrepreneurship landscape, ensuring alignment with IICA's vision of sustainable corporate growth. The profile seeks a dynamic and regionally attuned Faculty specializing in entrepreneurship ecosystems, enterprises, startup development, innovation, and Micro, Small, and Medium Enterprises (MSMEs), with a focus on the Northeast (NE) region of India.
   C. This academic position would be pivotal in advancing IICA Shillong's mandate to promote responsible business practices through integrated training, research, advocacy, and advisory services.
   D. The role would require addressing NE-specific challenges, such as limited access to funding, digital infrastructure gaps, and sector-specific opportunities in agriculture, handicrafts, and tourism-driven startups. The incumbent will contribute to building a robust innovation-led ecosystem, aligning with national initiatives like Startup India and the Atmanirbhar Bharat campaign, while fostering inclusive growth for women entrepreneurs and local MSMEs.
   E. The position shall offer an opportunity to influence policy and capacity building in a high-potential region, as highlighted by recent rankings placing NE states among emerging startup hubs.

2. ELIGIBILITY:
   A. Educational qualifications:
      i. Essential: A Master's degree in Business Administration (MBA), Public Policy, or a related field, with at least 55% marks or equivalent grade.
      ii. Desirable:
         a. A Ph.D. in Entrepreneurship, Management, Economics, Business Administration, or an allied discipline from a recognized university, with a thesis or dissertation focused on entrepreneurship ecosystems, innovation, startups, or MSMEs.
         b. Post-Doctoral research experience in areas such as regional entrepreneurship development or MSME policy.
         c. Certifications from reputed institutions in startup incubation (from EDII or NITI Aayog), innovation management, or MSME advisory (from ni-MSME or DPIIT).
   B. Experience:
      i. Essential:
         a. Minimum of 5 years of post-qualification experience in teaching, research, or industry roles related to entrepreneurship, MSME development, or innovation ecosystems, with at least 2 years dedicated to the Northeast region or similar under-served areas.
         b. Demonstrated involvement in training programs, policy research, or advisory services for startups/MSMEs, including project management or liaison with government bodies.

ii. Desirable:

a. 3-5 years of hands-on experience in startup ecosystem building, such as incubation support, venture advisory, or MSME handholding in the NE context, including collaborations with premier entities/institutions based/located in NER.

b. Prior publications (at least 5 peer-reviewed articles) in journals on topics like NE startup growth, women-led enterprises, or sustainable MSME models, with evidence of policy impact through reports or advocacy briefs.

3. ROLES & RESPONSIBILITY:

A. Training and Capacity Building:

i. Design, develop, and deliver specialized training modules and executive programs on entrepreneurship, startup incubation, innovation strategies, and MSME scaling, tailored to NE stakeholders including aspiring entrepreneurs, MSME owners, and government officials.

ii. Facilitate workshops and certifications, targeting at least 200 participants annually, with a focus on skill gaps in digital entrepreneurship and sustainable business models.

B. Research and Knowledge Generation:

i. Conduct applied research on NE-specific themes, such as the impact of Startup India on regional ecosystems, barriers to MSME financing, or innovation in agri-based startups.

ii. Publish findings in academic journals, policy briefs, and IICA reports, contributing to at least 2 major studies per year.

C. Advocacy and Policy Engagement:

i. Advocate for region-centric policies through representations to the Ministry of MSME, NITI Aayog, and state governments, including submissions on subsidies, tax incentives, and digital connectivity enhancements for NE startups.

ii. Organize conclaves and webinars to amplify voices of local innovators.

D. Advisory Services:

i. Provide expert advisory support to MSMEs and startups in the NE, including business plan reviews, funding linkage facilitation, and compliance guidance under schemes like PMEGP or ASPIRE.

ii. Collaborate with partners like STPI or CII for joint initiatives in ecosystem nurturing.

E. Institutional Contributions: Mentor students and fellows, contribute to curriculum development for IICA's MSME Centre, and support campus events like the annual NER Entrepreneurship Conclave. Monitor program outcomes and prepare impact reports for IICA's Governing Council.

4. SKILLSET & COMPETENCY:

A. Core Competencies:

i. Proficiency in research methodologies for entrepreneurship studies, including qualitative analysis of startup ecosystems and quantitative evaluation of MSME performance metrics.

ii. Expertise in curriculum design and adult learning pedagogies for training in innovation and enterprise development.

B. Preferred Competencies:
   i. In-depth knowledge of NE-specific entrepreneurial challenges, such as cultural integration in business models or leveraging biodiversity for sustainable startups.
   ii. Experience with policy analysis tools and advocacy frameworks, including stakeholder mapping for MSME-government interfaces.

C. Additional Competencies:
   i. Familiarity with digital tools for ecosystem building, such as AI-driven innovation platforms or data analytics for startup viability assessments.
   ii. Grant writing and project proposal development for funding from bodies like DPIIT or international donors focused on regional development.

D. Generic Competencies & Skills:
   i. Strong problem-solving and analytical skills with attention to detail.
   ii. Adaptability to hybrid work environments and commitment to continuous professional development.
   iii. Adaptability to agile methodologies, with a passion for best practices, innovation, and continuous learning.
   iv. Organizational and project management abilities to handle multiple tasks, deadlines, and end-to-end ownership.
   v. Ethical approach to security, compliance, and user privacy.
   vi. Technical & Digital: Working knowledge of e-Office applications of the Government of India and e-file systems, with the ability to function independently.
   vii. Collaboration & Interpersonal:
      a. Collaborative mindset with cultural sensitivity to NE contexts, coupled with ethical decision-making in advisory roles.
      b. Team-oriented mindset, with leadership potential for mentoring juniors and conducting code reviews.
      c. Ability to work independently and collaboratively in a multidisciplinary team, fostering collaboration across teams. Good people skills and a dedicated team spirit.
   viii. Organizational & Project Management:
      a. Strategic thinking and the ability to manage competing demands and deadlines.
      b. Strong organizational and project management abilities to handle multiple tasks, timelines, and budgets.
      c. Good ability to follow and document operational processes.
   ix. Communication & Reporting:
      a. Strong communication and presentation skills for engaging diverse audiences, including policymakers and rural entrepreneurs.
      b. Excellent written and verbal communication skills in English, including the ability to articulate ideas and recommendations clearly and concisely.
      c. Strong drafting and reporting skills in English, capable of explaining complex domain terms in layperson's language.
      d. Ability to rapidly author reports and make impactful presentations with clear and concise messages.
      e. Strong presentation skills.

A. Domain Specific: Familiarity with government operations, sustainability standards, ethical guidelines, and regulatory frameworks relevant to corporate affairs.
B. Work Ethic & Adaptability:
    a. High diligence and a rigorous approach to tasks.
    b. Adaptability to dynamic environments.
    c. Willingness to travel and engage in fieldwork.
    d. Ability to maintain confidentiality.

ANNEXURE – III

TERMS OF REFERENCE – CENTRE ADMINISTRATOR (CA)

1. JOB BRIEF: The Centre Administrator acts as IICA's local representative in Shillong/NER, ensuring alignment with the objectives of IICA Shillong's establishment. This position would play a crucial role in extending IICA's mission to the NER, focusing on its unique needs and challenges. Based on IICA's objectives, and the specific context of the Northeast region, the broad functions and job profile would encompass the following areas:
    i. Administration
    ii. Coordination & Liaison
    iii. Business Prospects
    iv. Outreach
    v. Collaboration, Tie-up & Partnership
    vi. Operation & Functioning
    vii. Coordination & Liaison
    viii. Facilitation & Arrangements
    ix. Event Planning/Support, & Coordination
    x. Representation
    xi. Temporary campus
    xii. City Office
    xiii. Logistics
    xiv. Promotion
    xv. Administration and reporting
    xvi. Works inspection
    xvii. Executing agency
    xviii. Local authorities' management & coordination
    xix. Local stakeholders' management & coordination
    xx. Program coordination and logistics
    xxi. Communication & Reporting
    xxii. Tracking & Monitoring
    xxiii. Community Engagement

2. ELIGIBILITY:

    A. Educational qualifications:
        i. Essential: Graduate in any discipline with first class, from any recognized University.
        ii. Desirable: Masters in Business Administration/Law/Corporate Governance or related fields and strong background in corporate affairs.

    B. Experience:
        i. Essential: 7 years in educational administration & establishment, training, academic advisory & advocacy, or corporate affairs, including 3+ years in Sr. management roles, with experience/domain knowledge/expertise as below:
            a. Experience in project management, policy advisory, and regional development in Northeast India and possessing specific expertise for the Northeast.
            b. proven track record in leadership and administration, and a deep understanding of the Northeast region's distinctive environment.

c. Understanding local context: Deep understanding of the socio-economic, political, distinctive environment and cultural nuances of the Northeast region, including the unique challenges and opportunities related to tribal communities and local businesses.
d. Knowledge of tendering processes (EOI, RFQ/RFP, concession agreements, contract drafting), procurement regulations (government and multilateral banks), and GeM portal/e-procurement.
e. Having detailed aspects of liaison, coordination, and conducting meetings/tasks.
f. Proficient in file noting, drafting, and preparing summaries/minutes for meetings, complaints, grievances, and hearings.

ii. Desirable:
a. Experience at government or government aided educational/training/academic entities (Institutes, Universities, Academies, Research bodies, Foundations, autonomous bodies, Think Tanks etc.) would be given preference.
b. Individuals having served in the Northeast region would be given preference.
c. Prior work in national institutes/INI/IoE (e.g., IIMs, IITs, IIITs, NITs) etc.
d. Familiarity with MCA regulations, corporate training, and stakeholder liaison in diverse regions.
e. Experience of having worked in projects of setting up/ operationalizing of new campuses of Central Universities, Academies, Training institutes, INI etc. of GOI, including liaising with various external agencies both central/ state Government.
f. Experience of working in Project Management Unit for Central government
g. Experience in financial analysis/ financial assessment/ cost estimation and other financial and costing related activities in the infrastructure project development sector.
h. Experience of Data Management/Data Analytics/Project Management

3. ROLES & RESPONSIBILITY: The role involves strategic leadership, operational oversight, and regional representation, categorized as follows:

A. Local representation and stakeholder engagement:
i. Serve as IICA's primary liaison in the Northeast, building and cultivating relationships with NE state governments, industry bodies, and local communities.
ii. External Communications: Act to enhance the visibility and presence of the institution in NER.
iii. Networking and Partnerships:
a. Fostering collaborations and partnerships with NER organizations/institutions to promote best practices, conduct joint research, and enhance capacity building.
b. working closely with industry associations, chambers of commerce, and development organizations active in the Northeast.
c. Building strong relationships with local businesses, government bodies, academic institutions, NGOs, and professional organizations in the Northeast region. This is particularly important given the region's focus on local economies and development, and the need to integrate indigenous communities.
iv. Represent the institute at regional forums, events etc. to advance corporate development goals, if required.

v. Facilitate partnerships for research, advisory services, and outreach, ensuring inclusive growth and knowledge dissemination.
vi. Executing outreach and marketing plans to ensure that potential students in NER are aware of IICA Shillong's academic programmes and consider them as viable and preferred career options.
vii. Promote and maintain constructive relationships with key stakeholders.
viii. Resource Mobilization: Exploring opportunities for revenue generation and securing funding for the centre's activities, potentially through partnerships and specific projects. Scout for additional funding through grants, sponsorships, or collaborations.

B. Operations and administration:
i. Oversee establishment, setup, day-to-day operations and functioning of IICA Shillong's City office, site offices, temporary campus etc.
ii. Oversee establishment, administration, finance, and routine office operations for smooth functioning of the IICA Shillong temporary office and campus, including infrastructure development, maintenance, and resource allocation.
iii. Assist OSD, IICA Shillong for all affairs, aspects, matters etc. in connection with and associated/related to establishment, operation and functioning of the Meghalaya Integrated Development Centre of Excellence (MIDCE), sanctioned by Government of Meghalaya under IICA Shillong.
iv. Draft, negotiate, and review contracts and MOUs.
v. Strategic Vision and Goal Setting: Formulating a strategic roadmap for the Northeast centre, aligning with IICA's overarching goals while tailoring it to the specific needs and potential of the region.
vi. Financial management: Managing the financial resources of the regional centre, ensuring fiscal responsibility and adherence to IICA's policies.
vii. Compliance and Reporting: Ensuring the IICA Shillong's activities are in line with all relevant regulations and IICA's guidelines, and that regular reports are submitted to the OSD IICA Shillong.
viii. Team Leadership: Managing, supervising, leading and guiding a competent team at the regional centre, providing direction, support, and fostering a collaborative environment.
ix. Regional Challenges: Factoring for and addressing unique challenges such as infrastructure limitations, connectivity issues, and the local socio-political context when planning and implementing programs.

C. Project Management and Monitoring:
i. Support, assist and aid the Officer on Special Duty (OSD), IICA Shillong for planning, managing, and implementation of the project.
ii. Coordinate and liaise with CPWD, MDoNER, NEC, NSTDA, MUDA, Meghalaya State Government, State Governments of Sikkim, Arunachal Pradesh, Assam, Nagaland, Manipur, Mizoram, Tripura for project-related matters, as may be required and necessary.
iii. Ensure timely completion of activities as per timelines.
iv. Maintain project database, including physical and financial progress, and outcome/output indicators.
v. Prepare and submit various status reports to the Officer on Special Duty (OSD).

D. Financial and Budget Management:

i. Ensure timely release of funds to stakeholders and service providers.
ii. Plan and schedule project-related works, ensuring periodic reviews and execution.
iii. Preparing monthly and quarterly expenditure (physical and financial) plans and progress reports.
iv. Liaison with concerned/relevant divisions/units at Meghalaya Govt. with respect to release of funds.
v. Periodically reconciling the expenditure related to the project with the Finance Department, IICA; Meghalaya Govt., as the case may be.

E. Event and Meeting Management:

i. Organize and conduct training programs with IICA Schools/Centres/Units, for IICA Shillong.
ii. Prepare briefs, notes, agenda points, and minutes for national events, launches, inaugurations, and high-level committee meetings.
i. Handle logistical arrangements and follow-up actions for senior-level meetings. Facilitate logistics and coordination for meetings, workshops, and events.

F. Reporting and Documentation:

i. Prepare regular reports on progress, KPIs, and achievements for submission to IICA authorities
ii. Provide information for Parliament Questions, Committees, assurances, and VIP references related to the IICA Shillong project.
iii. Prepare status reports on physical and financial progress for the OSD.
iv. To liaison and brief OSD on successes, problems, and issues on implementation of project

G. Miscellaneous

i. Assist the reporting authorities in ensuring compliance with regulatory frameworks for temporary and permanent campuses.
ii. Undertake any additional tasks or responsibilities assigned by the competent authority.

4. SKILLSET:

A. PREFERRED SKILLS:

i. Strategic thinking, good communication skills, ability to articulate ideas and recommendations, presentation skills, and interpersonal skills
ii. Possessing effective communication (both oral and written) and interpersonal! skills with a strong flair for in-depth examination of his/her areas of work,
iii. Ability to rapidly write reports and make presentations with clear, concise, and impactful messages is essential.
iv. Ability to discharge the official duties through e-governance mode of working.
v. Knowledge of computer operations and proficiency in the use of a variety of computer office applications including MS Word, MS Excel, Power Point, or equivalent is must.
vi. ability to handle email communications.
vii. working knowledge of e-Office application of GOI, e- file system and able to function independently
viii. Analytical problem-solving, team management, and

ix. adaptability to Northeast's socio-cultural context.

B. GENERIC SKILLS:

i. Good ability to follow and document operational processes.
ii. Should have good written and verbal communication skills
iii. Strong problem solving and analytical skills
iv. Extremely high level of attention to detail.
v. Team player

TERMS OF REFERENCE – SR. PLANNING EXECUTIVE (INSTITUTIONAL DEVELOPMENT & ACADEMICS) (SPE-IDA)

1. JOB BRIEF: The Senior Planning Executive (Institutional Development and Academics) at IICA Shillong oversees the administration and delivery of academic, training, advocacy, and research programs (short-term and long-term, online/hybrid/offline). The incumbent ensures seamless program execution, enhances learner experience, and manages operational, logistical, and administrative tasks in coordination with the Project Manager, faculty, and support teams (Admin, IT, Finance, HR). The role involves stakeholder engagement, compliance monitoring, and fostering partnerships to support IICA's objectives in the Northeast Region (NER), in terms of the following areas:
    i. Administration
    ii. Strategic plan
    iii. Academic plan
    iv. Training calendar
    v. Institutional Collaboration & Partnerships
    vi. Institutional Outreach and linkages
    vii. Advisory and advocacy Plan
    viii. Academic administration
    ix. Curriculum Development
    x. Event and activities
    xi. Any other as assigned

2. ELIGIBILITY:

    A. Educational qualifications:
        i. Essential: A full-time Master's degree (with a minimum of 55% marks or equivalent) in a relevant discipline such as Corporate Governance, Corporate Law, Economics, or related fields. A consistently strong academic record is required.
        ii. Desirable: Ph.D. in above disciplines

    B. Experience:
        i. Essential: A minimum of 5 years of relevant experience in academics, research, economics, or related fields, with a focus on areas aligned with IICA's mandate (e.g., CSR, sustainability, corporate governance, competition law, impact assessments etc.)
        ii. Desirable:
            a. Experience of working in Project Management Unit for Central government
            b. Experience of Data Management/Data Analytics/Project Management
            c. Experience in forging and establishing partnerships with International/domestic universities/academies/institutes/colleges/research bodies/think tanks etc. for institutional development and advancement.
            d. Experience in preparation of AGM/Board/Annual reports etc.
            e. Experience of strategically managing collaborations with media outlets and partner institutions to enhance visibility, strengthen brand presence, and promote key initiatives through joint campaigns, events, and outreach activities.

3. ROLES & RESPONSIBILITY:

A. Program Development and Delivery:
   i. Design and deliver specialized training, research, and certification programs in corporate governance, ESG, CSR, and related fields aligned to Northeast regional felt needs and requirements and based on IICA's core competencies.
   ii. Develop and update curriculum tailored to Northeast India's context, incorporating sustainability and digital tools.
   iii. Lead delivery and coordination of capacity-building programs for corporate entities, public servants, entrepreneurs, and local communities.
   iv. Organize pedagogical training, workshops, and academic events (e.g., orientation, graduation, alumni activities).
   v. Facilitate logistical requirements for courses, including classroom sessions, masterclasses, field visits, and assessments.

B. Research and Knowledge Creation:
   i. Contribute to primary and secondary research on regional challenges (e.g., local economy, responsible business practices, entrepreneurship).
   ii. Support proposal development, impact assessments, and training-of-trainers initiatives.
   iii. Supervise drafting of academic, research, advisory, and training appraisal reports.

C. Partnerships and Stakeholder Engagement:
   i. Initiate and foster partnerships with local universities, institutions, and industries for joint initiatives and capacity-building programs.
   ii. Liaise with relevant industries to develop academic linkages.
   iii. Monitor compliance with MoU conditions for academic, advocacy, training, and research collaborations.

D. Operational and Administrative Oversight:
   i. Oversee academic program operations, ensuring alignment with timelines, processes, and IICA's standards.
   ii. Manage student-related processes (admissions, internships, placements, wellbeing, and disciplinary issues) in coordination with relevant teams.
   iii. Ensure accurate documentation across platforms (LMS, SIS, ERP) for accreditation, audits, and reporting.
   iv. Monitor fund utilization, vendor management, budgeting, and reimbursements for academic programs.
   v. Maintain records, resolve queries, and ensure efficient communication of updates to stakeholders.

E. Institutional Development:
   i. Support institution-building activities, including fundraising, media coordination, and resource development.
   ii. Mentor the Academic Office team to enhance operational excellence and responsiveness.
   iii. Represent academic programs in committees and advocate for program interests.

F. Structure and Reporting: The Senior Planning Associate reports to the Project Manager and collaborates with the Academic Committee/Board of Studies, internal teams (Admin, IT, Finance, HR), and external stakeholders (institutions, industries, students).

4. SKILLSET:

A. PREFERRED SKILLS:

i. Strategic thinking, good communication skills, ability to articulate ideas and recommendations, presentation skills, and interpersonal skills
ii. Possessing effective communication (both oral and written) and interpersonal! skills with a strong flair for in-depth examination of his/her areas of work,
iii. Ability to rapidly write reports and make presentations with clear, concise, and impactful messages is essential.
iv. Ability to discharge the official duties through e-governance mode of working.
v. Knowledge of computer operations and proficiency in the use of a variety of computer office applications including MS Word, MS Excel, Power Point Adobe, Google Forms/Spreadsheets, and virtual meeting platforms (Zoom, Skype, Google Meet, MS Teams).
vi. working knowledge of e-Office application of GOI, e- file system and able to function independently.

B. GENERIC SKILLS:

i. Strong organizational and leadership skills to manage competing demands and deadlines.
ii. Good ability to follow and document operational processes.
iii. Ability to foster collaboration across teams and maintain confidentiality.
iv. High attention to detail and rigorous approach to tasks.
v. Should have good written and verbal communication skills
vi. Strong problem solving and analytical skills
vii. Extremely high level of attention to detail.
viii. Team player

ANNEXURE – V

TERMS OF REFERENCE – SR. RESEARCH ASSOCIATE (SRA)

1. JOB BRIEF: The Senior Research Associate position for IICA Shillong is a key role within the institute's research framework, with a specific focus on the Northeast region. The incumbent will contribute to advancing knowledge in corporate affairs, governance, sustainable business practices, and related fields. This involves leading rigorous research projects, conducting impact assessments (including Social Return on Investment or SROI studies), and supporting IICA's mission to foster ethical governance, innovation, and Northeast regional development. The role involves stakeholder engagement, compliance monitoring, and fostering partnerships to support IICA's objectives in the Northeast Region (NER), in terms of the following areas:

   i. Document Management
   ii. Data collection & collation
   iii. Data organization & segmentation
   iv. Data analysis, interpretation & Study
   v. Research Scoping & questions
   vi. Research design & conduct
   vii. hypotheses development
   viii. Interpreting results
   ix. Disseminating findings
   x. Writing and publishing
   xi. Reviewing existing literature
   xii. Report Writing and Presentation
   xiii. Collaboration
   xiv. Project Support
   xv. Record maintenance
   xvi. Institutional repository
   xvii. Any other as assigned

2. ELIGIBILITY:

   A. Educational qualifications:
      i. Essential: A full-time Master's degree (with a minimum of 55% marks or equivalent) in a relevant discipline such as Corporate Governance, Corporate Law, Economics Statistics, Social Sciences, Statistics, Law, CSR, Sustainability, Development Studies, or related fields. A consistently strong academic record is required.
      ii. Desirable: An M.Phil. or Ph.D. in a relevant area; a Bachelor's degree in Law or related fields; UGC NET qualification; or advanced training in research methodologies, financial analytics, or corporate governance. Publications or presentations in peer-reviewed journals are highly valued.

   B. Experience:
      i. Essential: A minimum of 5 years of relevant experience in academics, research, economics, or related fields, with a focus on areas aligned with IICA's mandate (e.g., CSR, sustainability, corporate governance, competition law, impact assessments etc.). This may include internships or research assistantships. Proven expertise in

research design, data collection and analysis, report writing, content development, and presenting findings is mandatory.

ii. Desirable:

a. 3-5 years of experience in government organizations, think tanks, consultancy firms, chambers of commerce, or the corporate sector.

b. Additional advantages include experience in curriculum design, program management, SROI assessments, fieldwork, grant writing, LMS operations, or designing Management Development Programs (MDPs).

c. Publications in reputed journals and prior supervisory or mentorship roles are preferred.

d. Experience of working in the Project Management Unit for the Central government.

e. Experience of Data Management/Data Analytics/Project Management.

f. Experience in international coordination and collaboration with organizations such as UNDP, UNO, and other multilateral agencies engaged in developmental initiatives in the North Eastern Region (NER).

g. Experience of preparing high-quality presentations for senior officials in ministries and departments, and assisting with Board/High Level Committees/Councils -related activities

h. Experience in institutional development, including strengthening organizational systems, capacity building, and supporting strategic growth initiatives.

3. ROLES & RESPONSIBILITY: The Senior Research Associate serves as a pivotal contributor to IICA's research activities in the Northeast, emphasizing CSR, sustainability, regulatory affairs, competition law, and the business environment. Responsibilities encompass the full lifecycle of research projects—from identifying needs and designing methodologies to data collection, analysis, and dissemination of findings through reports, policy briefs, publications, and knowledge products. The position may also involve supporting academic programs, including curriculum development, faculty coordination, learner support, and management of learning management systems (LMS). Additionally, the role requires stakeholder engagement, networking, and participation in events like workshops, seminars, and conferences to promote IICA's initiatives and secure funding opportunities. The role demands a blend of independent research capabilities, project management skills, and collaboration with diverse stakeholders such as government bodies, corporations, think tanks, and academic institutions:

A. Research and Analysis:

i. Conduct independent research, including literature reviews, field studies, baseline surveys, needs assessments, and impact evaluations.

ii. Develop data collection tools, analyse qualitative and quantitative data using tools like MS Office, SPSS, R, or Python.

iii. Prepare research reports, policy briefs, case studies, articles, and presentations.

iv. Carryout primary and secondary research on Northeast regional challenges (e.g., local economy, responsible business practices, entrepreneurship).

v. Support proposal development, impact assessments, and training-of-trainers initiatives.

vi. Carryout drafting of academic, research, advisory, and training appraisal reports.

vii. Involve in collection and compilation of data from various stakeholders across government, corporate, industries, academic, institutions etc. regarding corporate affairs discipline and allied subjects.

viii. Coordination with NER state governments, industry associations, business chambers, institutes, corporates, companies, public enterprises, academia, regulators, research bodies etc. on data related matters. Compilation of data from them on corporate affairs discipline and allied subjects etc.

ix. Identifying the problems regarding methodology, data sources of corporate affairs discipline and allied subjects' data followed in the international context.

x. Engagement in updating Indian data on International Platforms.

xi. Identifying the relevant NER/Indian data sets and their relationship with global datasets and how Indian data differs from global standards

xii. Studying National subject matter Reports and identifying the discrepancies.

xiii. Analysis of Global Indices pertaining to Corporate Affairs, Corporate Governance etc. and analysis of data used by them.

xiv. Review technical documents in respect of Corporate Affairs, Corporate Governance etc. statistics and their applications, including the UN documents and provide inputs as required. Prepare discussion papers, technical reports etc correlating with these aspects

xv. Analysis of Global Index related to corporate affairs discipline and allied subjects.

B. Project Management:

i. Design, coordinate, and manage research projects from inception to completion, ensuring timely delivery, budget adherence, and alignment with IICA Shillong's strategic objectives.

ii. Assist in proposal development, grant writing, and securing funding from government, corporate, or international sources.

C. Content and Knowledge Development:

i. Contribute to creating content for academic courses, training programs, and knowledge products.

ii. Maintain and update databases, course materials, and LMS platforms.

D. Capacity Building and Events:

i. Organize and participate in workshops, seminars, training programs, and conferences.

ii. Support other researchers, and mentorship of interns, and students, and facilitate knowledge dissemination to stakeholders.

E. Stakeholder Engagement and Networking:

i. Build and maintain relationships with researchers, government officials, industry bodies, and corporate sectors.

ii. Liaise to generate interest in IICA's programs, identify collaboration opportunities, and promote sustainable practices.

F. Reporting and Administrative Support:

i. Prepare periodic reports, disclosures, and presentations for internal and external audiences, including ministries and funding agencies.

ii. Handle administrative tasks such as record-keeping, planning for events, bill processing, and coordination with vendors and partners, if required.

G. Other Duties: Stay updated on research trends, undertake fieldwork, manage marketing and promotional activities (e.g., social media), and perform any additional tasks assigned by superiors.

H. Institutional Development:
   i. Support institution-building activities, including fundraising, media coordination, and resource development.
   ii. Represent academic programs in committees and advocate for program interests.

4. SKILLSET:

A. Research & Analytical:
   i. Strong analytical and scientific thinking, with proficiency in statistical software (e.g., SPSS, Stata, R) and qualitative research methods.
   ii. Strong problem-solving and analytical skills.
   iii. Ability to conduct financial modelling.

B. Communication & Reporting:
   i. Excellent written and verbal communication skills in English, including the ability to articulate ideas and recommendations clearly and concisely.
   ii. Strong drafting and reporting skills in English, capable of explaining complex domain terms in layperson's language.
   iii. Ability to rapidly author reports and make impactful presentations with clear and concise messages.
   iv. Strong presentation skills.

C. Technical & Digital:
   i. Proficiency in statistical software (e.g., SPSS, Stata, R).
   ii. Working knowledge of e-Office applications of the Government of India and e-file systems, with the ability to function independently.
   iii. Knowledge of R and Python with experience in large-scale data, preferably corporate governance, and related datasets.

D. Organizational & Project Management:
   i. Strategic thinking and the ability to manage competing demands and deadlines.
   ii. Strong organizational and project management abilities to handle multiple tasks, timelines, and budgets.
   iii. Good ability to follow and document operational processes.

E. Collaboration & Interpersonal:
   i. Ability to work independently and collaboratively in a multidisciplinary team, fostering collaboration across teams.
   ii. Good people skills and a dedicated team spirit.

F. Domain Specific: Familiarity with government operations, sustainability standards, ethical guidelines, and regulatory frameworks relevant to corporate affairs.

G. Work Ethic & Adaptability:
   i. High diligence and a rigorous approach to tasks.

ii. Adaptability to dynamic environments.
iii. Willingness to travel and engage in fieldwork.
iv. Ability to maintain confidentiality.

APPLICATION FORM

Recent colour passport Size Photograph

Serial No. of Post .....
Post applied for .....

1	Name of the applicant (in BLOCK LETTERS)	
2	Father's Name	
3	Date of Birth (DD/MM/YY)	
4	Age as on last date of application	
5	Address	
6	Mobile Number	
7	Email ID	

8. Education and other qualifications:

Sl. No.	Qualification	Board/Institute	Year of passing	Percentage/Division

9. Details of employment in chronological order:

Sl. No.	Name of the Office	Post held	Nature of employment (Temporary/Permanent)	Total period (From --- to ---)	Pay scale/Monthly remuneration	Nature of duties

10. Research Experience (Publications, Projects, etc): (use additional sheet if needed)

11. Additional information (if any) to mention in support of suitability for the post (use additional sheet if needed):

12. List of documents attached (all documents should be duly self-attested, application should be continuously page numbered)

Sl. No.	Name of the document	Page No.

Declaration:

I hereby declare that all statements made in this application are true, complete, and correct to the best of my knowledge and belief. I also declared that no criminal case is pending/contemplated against me. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after my selection, my candidature/engagement is liable to be cancelled/terminated.

Date
Place:

Signature of the candidate:
Name of the candidate: