

Dated-06.03. 2026

VACANCY CIRCULAR FOR FILLING UP OF POSITIONS OF PRICIPAL RESEARCHERS 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 deals with the entire ecosystem with a focus on niche areas, such as Corporate Governance, MSME, Independent Directors, Environmental-Social-Governance, Corporate Social Responsibility, Business and Human Rights, Valuation and Financial Reporting, Insolvency and Bankruptcy, Alternate Dispute Resolution, Corporate Law, Competition Law etc. IICA also provides capacity building training to Group ‘A’ Government Officers and public and private sector board members and executives through its five Schools and eleven Centres.
- 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 Principal Researchers for the following Schools/Centres/areas on purely contractual basis:

Sl. No.	Name of Post	School/Centre/Area	Monthly consolidated pay (Rs. in Lakh)	No. of posts
1	Principal Researcher	School of Business Environment	1.50	1
2	Principal Researcher	School of Competition Law & Market Regulation	1.50	1
3	Principal Researcher	Centre for Insolvency and Bankruptcy	1.50	1
4	Principal Researcher	Centre for MSME	1.50	1
5	Principal Researcher	AI and e-Governance	1.50	1

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 28.03.2026, 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 Rs. 1,50,000/-. 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. Principal Researcher [School of Business Environment]**

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Principal Researcher [School of Business Environment]
2.	No. of position/(s) & Reservation	:	01 (One)
3.	Consolidated remuneration	:	Rs. 1.50 Lakh per month
4.	Mode of Recruitment	:	Contract : Maximum 05 years on year-to-year basis or 70 years whichever is earlier.
5.	Educational Qualifications & Experience required	:	Masters degree with M.Phil/PhD/longer experience in the relevant field. Minimum 10 years of experience of research in academic or professional exposure to Environmental Law, Public Policy, Sustainability, Environmental Economics, Climate Change, ESG or related disciplines.
6.	Maximum age limit to apply (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.
7.	Brief description about School of Business Environment	:	School of Business Environment (SBE) is a specialized vertical within IICA promoting the responsible business conduct focusing on the forward-looking areas of Environmental-Social-Governance (ESG), Corporate Social Responsibility (CSR), Sustainable Finance, Business & Biodiversity Conservation, Business and Human Rights, Responsible Trade, Non-Financial Reporting & Audit and other aligned areas. The School has been providing technical expertise to various Ministries and Agencies of the Govt. of India, State Governments, Corporates, Board Members, professionals and other stakeholders through the research studies, policy inputs and advocacy, advisory services, academic programmes, customized capacity building programmes etc. Few of the important contribution of the School includes developing the National Guidelines on Responsible Business Conduct (NGRBC), Zero Draft of National Action Plan (NAP) on Business & Human Rights, and technical inputs to the High Level Committees on Corporate Social Responsibility (CSR) for the Ministry of Corporate Affairs. The School is also providing Technical Secretariat Support to the Advisory Committee/Group of Ministry of Corporate Affairs on Corporate Affairs & ESG and Ease of Doing Business. The Centre for Responsible Business Advisory (CRBA) Services is nested within the School of Business Environment (SoBE), IICA to facilitate the adoption of responsible business conduct and ESG Framework to the public and private corporates. Centre for Business & Human Rights within the School helps corporate professionals build the specific knowledge and capabilities they need to incorporate business and human rights strategies into actions.
8	Job Description	:	<ul style="list-style-type: none"> • Conduct in-depth qualitative and quantitative research on policy matters, regulatory reforms and institutional strengthening in the areas of business regulation, sustainability, ESG, and responsible business conduct, business environment, ESG, CSR and Ease of Doing Business; • Conduct comparative research on international best practices, global sustainability and regulatory frameworks, and institutional models, and contextualize learnings for Indian policy settings; • Maintain and utilize legal research databases and data collection tools for evidence based analysis. • Prepare and drafting of policy briefs, discussion papers, background notes, project/programme proposals, issue briefs, consultation documents,

		<p>analytical papers, reports, and policy notes for internal use and external dissemination;</p> <ul style="list-style-type: none"> • Organise inter-ministerial, inter-regulatory, and stakeholder consultations, including preparation of agendas, concept notes, presentations, and outcome documents; • Support the design, coordination, and delivery of capacity-building programmes, training modules, and executive development initiatives of the School of Business Environment in the areas of sustainability, ESG, and responsible business conduct; • review, design, and rationalisation of regulatory and policy frameworks, including trust-based, principle-based, and risk-based regulatory approaches; • Contribute to design and delivery of policy-oriented academic programmes, workshops, conferences, and policy dialogues of the School of Business Environment. • Coordinate with domain experts, faculty, regulators, Ministries, statutory bodies, industry bodies, technical agencies, and international organisations for research, training, and policy engagements. • Assist in digitisation and system-level thinking relating to regulatory processes, disclosures, reporting systems, and governance architecture. • Connect with field experts researchers, policymakers and implementers; • Manage multiple concurrent research projects, ensuring timely delivery and high-quality outcomes; • Review existing law/policy/ guidelines issued by the Competent Authorities nationally and internationally and monitor changes in the legislation/laws/rules/regulations and assess its impacts; • Undertake field visits, stakeholder interactions, and project-level assessments relating to CSR, ESG, sustainability, and business responsibility initiatives, as required; • Support knowledge creation, publications, and dissemination activities of the School, including research papers, toolkits, guidance notes, and policy outputs. • Coordinate with internal IICA divisions for approvals, finance, logistics, and implementation of policy and academic activities. • Contribute to strengthening predictable, transparent, rule-based, and investor-friendly regulatory practices, aligned with Government of India policies and sustainability objectives. • Design, delivery and quality assurance of short/long term courses, capacity building and skill development programmes and ensure their visibilities and viability to the prospective participants and to maintain financial sustainability of the research and projects; • Overall monitoring and evaluation of focused programmes. • Prepare file notes with technical, policy, and financial justifications, as required, for approvals and institutional processes. • Undertake any other task assigned by the Reporting Officer in furtherance of the Institute’s mandate.
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Details of Vacancies and Eligibility Conditions applicable, etc.**B. Principal Researcher [School of Competition Law & Market Regulation]**

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Principal Researcher [School of Competition Law & Market Regulation]
2.	No. of position/(s) & Reservation	:	01 (One)
3.	Consolidated remuneration	:	Rs. 1.50 Lakh per month
4.	Mode of Recruitment	:	Contract : Maximum 05 years on year-to-year basis or 70 years whichever is earlier.
5.	Educational Qualifications & Experience required	:	Masters degree with M.Phil/PhD/longer experience in the relevant field. Minimum 10 years of experience in antitrust, economics, competition law and market regulation. Extensive familiarity with working of competition authorities and regulatory institutions, including hands on experience with legal databases, economic research tools and statistical software. Strong expertise in interpreting economic data, market indicators and sectoral regulations across digital markets, telecommunications, energy, and financial services, etc. Proven ability to conduct field based research and stakeholder consultations supported by robust analytical and problem solving skills. Deep knowledge of competition law, market regulation policies, regulatory ecosystems and institutional frameworks, impact assessment, evaluation frameworks, program design and academic research, with strong report writing and presentation capabilities.
6.	Maximum age limit to apply (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.
7.	Brief description about School of Competition Law & Market Regulation	:	The School of Competition Law & Market Regulation at IICA has been established with the core objective of meeting the capacity building needs in the area of competition law and market regulation. As part of the objective and profile of the School, continuous research is conducted on the substantive areas of evolving competition law and policy and the impact of regulation on competitive market structure in various sectors. The School seeks to assist in the evolution of competition jurisprudence in India through its research outputs and capacity building solutions. The School conducts long term and short-term courses for training of various stakeholders such as officials of ministries, government departments, regulatory authorities, public and private sector enterprises, students and other practitioners of competition law. The long-term courses are of three months and above duration while the short term courses are customized courses of less than three months duration aimed at executive education. The need based short term courses are designed and aimed to meet specific skill and training needs of the stakeholders. These courses are tailor made to address the sector and industry specific skill deficit of the stakeholders.
8	Job Description	:	<ul style="list-style-type: none"> • Conduct in-depth qualitative and quantitative research on competition law, anti competitive arrangements/ antitrust, economics and market regulation frameworks at national and international levels; • Analyze market structures, conduct market studies, and assess competitive dynamics, including dominance, mergers, cartels, and anti competitive practices and Collect data through surveys, interviews, focus group discussions and field visits; • Impact assessments, regulatory evaluations, and policy reviews related to competition and sectoral regulation; • Undertake analysis using market data, industry indicators and statistical

		<p>tools/software;</p> <ul style="list-style-type: none"> • Review and interpret competition law, regulations, case law, guidelines and policy documents issued by competition authorities and regulatory institutions. • Maintain and utilize legal and economic research databases and data collection tools for evidence based analysis; • Carry out sector specific research in regulated industries such as digital markets, telecommunications, energy, financial services, and infrastructure or any other sector; • Design and implement research methodologies, including field based research, surveys, interviews, and stakeholder consultations. • Conduct high quality research outputs, including policy briefs, technical reports, academic research papers, case studies and presentations; • Contribute to program design, monitoring and evaluation frameworks and regulatory impact assessments. • Collaborate and liaison with regulators, policymakers, industry stakeholders, academics and civil society to support research and knowledge exchange. • Track developments in competition law, market regulation policies and emerging regulatory challenges, including digital platforms and new technologies. • Provide analytical support for litigation, advocacy, or advisory work related to competition and regulatory matters. • Ensure research complies with ethical standards, data protection requirements and institutional guidelines and maintain accurate documentation and citations in line with research standards; • Examine the impact of regulation on market efficiency, consumer welfare and innovation; • Conduct comparative analysis across jurisdictions and sectors • Collect data through surveys, interviews, focus group discussions and field visits; • Review literature, government reports, industry publications and academic journals; • Ensure data accuracy, integrity and ethical research practices; • Evaluate the impact of existing law/policies, identifying challenges, gaps and shortcomings in the existing Competition Law & Market Regulation; barriers, Regulatory and compliance issues, if any; • Design, delivery and quality assurance of short/long term courses, capacity building and skill development programmes and ensure their visibilities and viability to the prospective participants and to maintain financial sustainability of the research and projects; • Overall monitoring and evaluation of Competition Law & Market Regulation focused programmes; • Prepare file notes with technical, policy and financial justifications, as required for approvals and institutional processes; • Undertake any other task assigned by the Reporting Officer in furtherance of the Institute’s mandate.
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Details of Vacancies and Eligibility Conditions applicable, etc.**C. Principal Researcher [Insolvency and Bankruptcy]**

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Principal Researcher [Insolvency and Bankruptcy]
2.	No. of position/(s) & Reservation	:	01 (One)
3.	Consolidated remuneration	:	Rs. 1.50 Lakh per month
4.	Mode of Recruitment	:	Contract : Maximum 05 years on year-to-year basis or 70 years whichever is earlier.
5.	Educational Qualifications & Experience required	:	Masters degree with M.Phil/PhD/longer experience in the relevant field. Minimum 10 years of experience of research in academic or professional exposure to insolvency and bankruptcy law, research experience in legal, policy, academic or consulting, familiarity with insolvency processes, restructuring mechanisms, understanding of comparative insolvency regimes.
6.	Maximum age limit to apply (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.
7.	Brief description about Centre for Insolvency and Bankruptcy	:	The Centre for Insolvency and Bankruptcy and has been set up to promote research and to provide professional education and training in the field of insolvency and bankruptcy laws, and public policy. The Centre attempts to develop a holistic approach to professionalizing insolvency law education within the larger context of society and the economy. In response to the growing needs for professionals, the Centre launched atwo year Graduate Insolvency Programme (GIP/Programme) in 2019. The Programme attempts to foster an interdisciplinary environment that has the potential to engender cross-fertilization of ideas across knowledge formations while transcending the artificial divisions between academia and the world of practice. It has been designed to foster critical thinking and develop a climate of conceptual analysis and introspection to inculcate a spirit of rational inquiry among the students. The best of academic resources, including the latest technologies are used in the curriculum transaction; students are trained to develop relevant skills that match globally accepted standards of excellence. The Centre sees immense opportunity in the creation of new knowledge in areas of contemporary relevance.
8	Job Description	:	<ul style="list-style-type: none"> • Conduct in-depth qualitative and quantitative research on insolvency and bankruptcy laws, regulations and judicial precedents; • Design and implement research methodologies, including field based research, surveys, interviews and stakeholder consultations; • Prepare research reports, research papers, actionable findings and presentations ; • Maintain and utilize legal research databases and data collection tools for evidence based analysis; • Manage multiple concurrent research projects, ensuring timely delivery and high-quality outcomes; • Track and analyze developments in insolvency frameworks (domestic and international) • Prepare research notes, case briefs, comparative studies and policy

		<p>analyses;</p> <ul style="list-style-type: none"> • Analyze economic and financial data relevant to insolvency proceedings and restructuring; • Monitor regulatory updates, amendments, and circulars issued by relevant authorities; • Maintain and utilize legal research databases, reference materials and data collection tools for evidence based analysis; • Collaborate with legal, financial and policy professionals on interdisciplinary projects; • Review existing law/policy/ guidelines issued by the Competent Authorities nationally and internationally and monitor changes in the legislation/laws/rules/regulations and assess its impacts; • Participate in conferences, workshops and seminars to stay updated on industry best practices; • Capacity building /training initiatives to enhance on awareness within IICA; • Publish studies, reports and case studies on best practices and success stories; • Collect data through surveys, interviews, focus group discussions and field visits; • Review literature, government reports, industry publications and academic journals on insolvency and bankruptcy; • Ensure data accuracy, integrity and ethical research practices; • Evaluate the impact of existing law/policies, identifying challenges, gaps and shortcomings, barriers, Regulatory and compliance issues, if any; • Design, delivery and quality assurance of short/long term courses on and ensure their viability and visibilities to the prospective participants. • Connect with insolvency and bankruptcy researchers, policymakers and implementers; • Design, delivery and quality assurance of short/long term courses, capacity building and skill development programmes and ensure their visibilities and viability to the prospective participants and to maintain financial sustainability of the research and projects; • Overall monitoring and evaluation of focused programmes; • Prepare file notes with technical, policy and financial justifications, as required for approvals and institutional processes. • Undertake any other task assigned by the Reporting Officer in furtherance of the Institute’s mandate.
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Details of Vacancies and Eligibility Conditions applicable, etc.**D. Principal Researcher [Centre for MSME]**

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Principal Researcher [Centre for MSME]
2.	No. of position/(s) & Reservation	:	01 (One)
3.	Consolidated remuneration	:	Rs. 1.50 Lakh per month
4.	Mode of Recruitment	:	Contract : Maximum 05 years on year-to-year basis or 70 years whichever is earlier.
5.	Educational Qualifications & Experience required	:	Masters degree with M.Phil/PhD/longer experience in the relevant field. Minimum 10 years of experience in research related to MSMEs, entrepreneurship or economic development and having knowledge of data collection tools/statistical software and research methodologies with strong analytical and problem solving skills; knowledge of MSME policies, ecosystems and regulatory frameworks; ability to conduct field based research and stakeholder interviews; report writing and presentation skills and familiarity with impact assessment; evaluation frameworks; program design and academic research related to MSME development.
6.	Maximum age limit to apply (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.
7.	Brief description about Centre for MSME at IICA	:	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	Job Description	:	<ul style="list-style-type: none"> • Conduct in-depth qualitative and quantitative primary and secondary research on MSMEs and policies/regulations; • Collect data through surveys, interviews, focus group discussions and field visits; • Analyze MSME related data using data collection tools/statistical software and research methodologies; • Maintain and utilize legal research databases,reference materials and data collection tools for evidence based analysis; • Ensure data accuracy, integrity and ethical research practices; • Analysis, report writing, generating actionable insights to support policy formulation, program design, business strategy, academic research related to MSME development; • Study MSME challenges such as access to finance, market linkages,

		<p>technology adoption, compliance and policy impact;</p> <ul style="list-style-type: none"> • Review literature, government reports, industry publications and academic journals; • Prepare research reports, policy briefs, case studies and presentations; • Publish studies, reports and case studies on best practices and success stories. • Collaborate with stakeholders including MSME owners, policymakers, industry bodies and project teams; • Identifying problems and gaps being faced by MSMEs, such as limited access to finance, low productivity and technology adoption, skill gaps and informal management practices; • Conduct study on market access and barriers, Regulatory and compliance issues; • Evaluate the impact of existing MSME policies and schemes, Identify shortcomings in government programs, conduct research on data-driven, innovation and Technology Transfer, lowcost technologies and process innovations, advanced technologies to suit MSME scale, digitalization, automation and green practices; • Design, delivery and quality assurance of short/long term courses, capacity building and skill development programmes and ensure their visibilities and viability to the prospective participants and to maintain financial sustainability of the research and projects; • Coordination and conducting capacity building and skill development programmes and ensure their visibilities and viability to the prospective participants; • Overall monitoring and evaluation of MSME focused programs. • Prepare file notes with technical, policy and financial justifications, as required for approvals and institutional processes; • Undertake any other task assigned by the Reporting Officer in furtherance of the Institute's mandate.
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Details of Vacancies and Eligibility Conditions applicable, etc.**E. Principal Researcher [AI and e-Governance]**

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Principal Researcher [AI and e-Governance]
2.	No. of position/(s) & Reservation	:	01 (One)
3.	Consolidated remuneration	:	Rs. 1.50 Lakh per month
4.	Mode of Recruitment	:	Contract : Maximum 05 years on year-to-year basis or 70 years whichever is earlier.
5.	Educational Qualifications & Experience required	:	Masters degree with M.Phil/PhD/longer experience in the relevant field. Minimum 10 years of experience in cybersecurity, digital public infrastructure, digital development, technology policy, open data, digital public infrastructure concepts, digital public goods, Government Technology and having foundational understanding of open source software, data governance, data privacy, digital inclusion, desk based research, experience of using different research tools, sound knowledge about digital development, security and operation/ software supply chain security, cybersecurity frameworks and best practices, data privacy, data protection, digital identity systems and risk based analysis.
6.	Maximum age limit to apply (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.
7.	Job Description	:	<ul style="list-style-type: none"> • Conduct qualitative and quantitative research on AI governance, cybersecurity risks, threat models and vulnerabilities affecting DPI and DPGs. • Analyse governance implications of open-source AI, interoperable digital platforms, APIs and shared digital ecosystems. • Assess cybersecurity maturity, AI risk management practices, and governance models across public digital initiatives. • Study national and cross-border AI, data protection and cybersecurity policies impacting DPI deployment. • Evaluate secure software development lifecycle (SSDLC) and secure AI lifecycle practices in public systems. • Examine supply chain security, open-source vulnerabilities, cloud dependencies and third-party AI risks. • Analyse privacy, data protection, identity security and cryptographic frameworks in digital governance systems. • Develop indicators and frameworks for cybersecurity and AI risk assessment in DPI/DPG deployments. • Review existing cyber laws, AI governance guidelines and regulatory frameworks nationally and internationally. • Undertake policy impact assessment to identify regulatory gaps, compliance challenges and institutional barriers. • Prepare policy briefs, research papers, technical reports, white papers, case studies and presentations. • Design and implement field-based research methodologies, surveys, stakeholder consultations and interviews. • Analyse market data, industry indicators and statistical datasets using analytical tools/software. • Ensure ethical research standards, data accuracy and integrity.

		<ul style="list-style-type: none">• Track emerging AI risks, cybersecurity threats and regulatory developments.• Design, delivery and quality assurance of short/long term courses, capacity building and skill development programmes and ensure their visibilities and viability to the prospective participants and to maintain financial sustainability of the research and projects;• Overall monitoring and evaluation of focused programmes;• Prepare file notes with technical, policy and financial justifications, as required for approvals and institutional processes;• Undertake any other task assigned by the Reporting Officer in furtherance of the Institute's mandate.
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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 to V** 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 & V shall be the last date prescribed for submission of applications in this vacancy notice.

3. HOW TO APPLY

Candidates must carefully read the instructions and apply only in the prescribed Application Format given at **Annexure-VII**, 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
					From	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