

**Government of India  
Ministry of Corporate Affairs  
Indian Institute of Corporate Affairs  
IMT Manesar, Gurgaon -122052**

**F.No. IICA-2-44/2012**

**Date: 27.01.2026**

**VACANCY FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS**

Interested and eligible candidates are invited to submit applications for the position in Indian Institute of Corporate Affairs, purely on contractual basis. The details of eligibility conditions, remuneration, terms etc. can be downloaded from the website: [www.iica.nic.in](http://www.iica.nic.in).

2. Interested and eligible candidates can forward their CVs at [hr@iica.in](mailto:hr@iica.in).
3. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
4. The last date to accept application is 07.02.2026 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, P-6, 7 & 8, Sector-5, IMT Manesar, Distt. Gurugram-122052" on or before due date until 6 PM or email at [hr@iica.in](mailto:hr@iica.in). Incomplete applications/without-supporting documents shall be outrightly rejected.

Sd/-  
Assistant Manager (HR)

The engagement will purely be on contractual basis initially for a period of one year, if otherwise not extended or curtailed. However, during initial three months, the performance of the candidate will be reviewed and the engagement shall further be continued to one year, subject to satisfactory performance. The contractual engagement is need based and it will not confer any right or privileges on the appointee for regular appointment. The details of qualification and experience are as under:-

<b>S.No.</b>	<b>Name of the position</b>	<b>Field/Vertical</b>	<b>Category</b>	<b>Consolidated Fee (Rs.), P.M.</b>
1.	Manager (HR) (One)	HR DIvision	Contractual	1,15,000/- 1,25,000/-
2.	Sr. Consultant- Procurement (One)	Admn. Division	Contractual	75,000/-

**1. Name of Position : Assistant HR Manager**

**Essential Qualification and experience :**

Bachelors' degree in any discipline with MBA in Human Resource Management. A minimum of 8 years' experience in Human Resource Management as per details indicated above, including experience in a managerial capacity in Government and/or private sector organizations.

**Job Role**

1. Assessing manpower requirements
2. Job analysis and role design
3. Planning and organizational structuring
4. Sourcing candidates through various methods of recruitment, including social media platforms.
5. Screening, interviewing and selection
6. New employee orientation and induction programs
7. Documentation and joining formalities
8. Identifying training needs, if required
9. Coordination for internal and external training programs
10. Leadership and skill development initiatives
11. Designing and administering performance appraisal systems
12. Goal setting and KPI management
13. Performance feedback and improvement plans
14. Handling employee grievances and disciplinary matters
15. Employee engagement initiatives
16. Workplace communication and culture building
17. Drafting and implementing HR policies
18. Career development planning
19. Retention strategies
20. Exit interviews and attrition analysis
21. HRMIS management
22. Attendance, leave and records management
23. Employee data and reporting
24. Employer branding initiatives

**2. Name of Position : Sr. Consultant (Procurement)**

**Essential Qualification and experience :**

Bachelors' degree in any discipline with MBA in Materials Management / Supply Chain. A minimum of 8 years' experience in procurement as per details indicated above, including experience in a managerial capacity in Government and/or private sector organizations.

**Job Role:**

1. Monitoring procurement of goods, works and services in compliance with General Financial Rules (GFR), CVC guidelines, GeM procurement procedures and other applicable Government rules, ensuring transparency, economy, efficiency and accountability.
2. Prepare annual procurement plans in line with budget allocations.
3. Assess departmental procurement requirements.
4. Ensure procurement within approved financial limits.
5. Process procurement through GeM / e-tendering portals.
6. Prepare and issue NIT, RFQ, RFP and bid documents..
7. Ensure compliance with GFR 2017, CVC and SOPs
8. Coordinate Technical Evaluation Committee (TEC) and Technical and Financial Evaluations.
9. Prepare comparative statements and evaluation reports..
10. Assist in award of contracts after approval of Competent Authority

11. Draft, finalize and administer contracts, agreements and work orders.
12. Monitor contract performance, timelines and deliverables.
13. Handle amendments, extensions, penalties and contract closure.
14. Empanel and manage suppliers and service providers.
15. Ensure vendor eligibility and compliance with Government norms.
16. Address vendor grievances and representations.
17. Verify bills, invoices and supporting documents.
18. Coordinate with Finance for timely payments.
19. Ensure adherence to payment terms and financial propriety.
20. Ensure procurement processes are transparent and audit compliant.
21. Respond to audit observations (CAG, internal and statutory auditors).
22. Maintain proper documentation and records for vigilance and RTI.
23. Coordinate receipt, inspection and acceptance of goods.
24. Ensure proper inventory accounting and asset tagging.
25. Support physical verification and disposal procedures.
26. Identify procurement risks and mitigate them.
27. Ensure adherence to integrity, fairness and ethical standards.
28. Implement measures to prevent conflict of interest.
29. Liaise with user divisions and finance divisions.
30. Prepare procurement MIS, status reports, and notes for approval.

### **Remuneration and other Conditions:**

- Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- The assignment is on a full time basis and the person will be required to attend the office on all the working days and on holidays, if required.
- The period of engagement will be initially for a period of one year, which may, at the discretion of the competent authority be either extended or curtailed depending on performance and requirement.
- The Consultant shall not be permitted to apply for any position internally or outside IICA till his/her contract is valid or before 02 years of joining to the existing position (in case the contract has provision for extension after one year of initial engagement) whichever is later. In case consultant wishes to apply internally for another position, he/she will be required to terminate the present contract with IICA.
- The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- The contract can be terminated by either side by giving notice for a period of one month or one month's consolidated emoluments in lieu thereof.
- The contract can be terminated without notice by the competent authority, if at any time the conduct, performance, activities of the individual are found detrimental to the interests of the organization.
- Initial engagement period of the selected candidates may be curtailed or enhanced with the approval of the Competent Authority at the time of issuing the offer of engagement.
- The number of positions or remuneration as indicated at Table-1 hereinabove may be decreased or increased with the approval of the competent authority, subject to requirement.
- The Annual increment will be on renewal of every extension as per the Increment Policy of the Institute.
- Conditions may be relaxed by the competent authority in exceptional circumstances.

### **Selection Procedure**

- The appointment will be made on the recommendations, on the basis of written test and/or interview, of a Selection Committee constituted for this purpose.
- No TA/DA will be provided for attending the interview.

2. Indian Institute of Corporate Affairs reserves the right to accept or reject any application without assigning any reasons.

**Annexure-II**

**A. Format of application for various positions on Contract basis in IICA.**

*(Applicants should submit only one application)*

1. Sl. No. and name of the Position applied for:

2. Name of the applicant:

3. Date of birth:

4. Date of retirement under the rules, if applicable:

5. Qualifications possessed:

Essential:

Sl. No.	Name of School/Institute / University	Type of Qualification	Percentage

6. Training, if any received, which is relevant to the position applied for:

Name of the relevant Training Programme	Duration From      To	Organization from where received	Nature of Training received	Remarks

7. (i) Present position held, if any:

(ii) Scale of pay/ Pay Band/ Present pay:

(iii) Date from which held:

8. Details of service (in chronological order starting from the latest first) i.e. Name of position, Employer, Duration, Scale of pay/ Pay drawn, Nature of duties, Period from- to:  
(Please enclose a separate sheet)

9. Experience:

Name of the Institution/ organization	Duration	Designation	Full time/ part time

10. Why do you consider fit for selection to the position applied for?  
(in not more than 200 words )

How your past/present work and assignments will be relevant to achieve the mandate of IICA?  
(in not more than 500 words )

How will your experience, academic qualification and competency be relevant to achieve the mandate of IIICA in future?

(in not more than 500 words )

(Please enclose a separate sheet)

11. (i) Present office address with Pin Code Number: (if any)

(ii) Residential Address-

(iii) Telephone No. .... (Off.) Residence .....Mobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate