

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

F.No. IICA-2-44/2012

Date: 13.02.2026

VACANCY FOR CONTRACTUAL POSITION 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.

2. Interested and eligible candidates can forward their CVs at 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 24.02.2026. 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**. Incomplete applications/without-supporting documents shall be out rightly 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:-

S.No.	Name of the position	Field/Vertical	Category	Consolidated Fee (Rs.), P.M.
1.	Sr. Consultant- Coordination & Logistics (One)	Administration	Contractual	75,000/-

Senior Consultant (Coordination & Logistics)

Role Overview

The Senior Consultant (Administration) will provide high-level administrative, coordination, and secretarial support to the organization. The role requires extensive experience in Government-style drafting and noting, effective liaison with Ministries/Departments of Government of India, and efficient handling of administrative communications and processes in a think tank/autonomous body environment.

Key Roles & Responsibilities

- Drafting, vetting, and processing of official correspondence, office notes, agendas, minutes, briefs, and reports strictly as per Government of India rules, procedures, and file-noting practices.
 - Preparation and submission of files for approval of Competent Authority, including proposals, justifications, and background notes.
 - Taking **dictation** and accurately transcribing it into official documents, notes, and communications.
 - Liaison and coordination with concerned Ministries/Departments of Government of India, autonomous bodies, PSUs, and other stakeholders.
 - Follow-up on references, approvals, clarifications, and decisions with Ministries and external agencies.
 - Assisting senior officers in administrative, policy, and procedural matters.
 - Ensuring timely disposal of files and maintaining proper records/documentation as per prescribed norms.
 - Coordination with internal divisions/sections to ensure smooth administrative functioning.
 - Handling confidential and sensitive matters with discretion and professionalism.
 - Any other administrative or coordination work assigned by the Competent Authority from time to time.
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Educational Qualification

- Graduate in any discipline from a recognized university/institution.
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Experience Requirements

- Minimum 8 years of relevant experience in administrative roles involving drafting and noting.

- Experience of working in a Think Tank / Autonomous Body / Government of India / PSU / Statutory Organization is essential.
 - Proven experience in dealing with Government files, inter-ministerial coordination, and official correspondence.
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Key Skills & Competencies

- Excellent command over official drafting and noting as per Government norms.
 - Strong understanding of Government procedures, rules, and administrative processes.
 - Ability to take dictation accurately and prepare high-quality documents.
 - Strong coordination and liaison skills.
 - Excellent written and verbal communication skills.
 - Proficiency in MS Office (Word, Excel, PowerPoint) and file management systems.
 - High level of organizational ability, attention to detail, and time management.
 - Ability to work independently and handle multiple assignments under deadlines.
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Desirable Attributes

- Prior experience of working closely with senior officers/management.
- Familiarity with e-Office or similar Government file management systems.
- Experience in handling confidential matters at senior administrative levels

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 there of.
- 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		Organization from where received	Nature of Training received	Remarks
	From	To			

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 appliedfor?

(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 IICA in future?

(in not more than 500 words)

(Please enclose a separate sheet)

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

(ii) Residential Address-

(iii) Telephone No. (Off.) ResidenceMobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate