

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

F.No. IICA-2-44/2012

Date: 07.07.2026

VACANCIES FOR CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited to submit applications for the positions 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.ica.nic.in.

2. The number of position(s) can be increased/ decreased at any point in time as per the discretion of the Head of the Institution.
3. **Application process:** Submit CV and cover letter through the link- <https://forms.gle/S2XmvG1EvCxWoDqe7>
4. Applications through any other mode shall not be accepted. Only eligible applicants meeting the minimum criteria may apply. Last Date of Application: **15.07.2026**.

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.	Senior Research Associate (One)	School of Business Environment – UN Project	Contractual	75,000/-
2.	Senior Consultant (One)	School of Business Environment – UN Project	Contractual	66,000/-

- ***Immediate joiners are preferable***
- ***Conditions can be relaxed for the deserving candidates***

1. Senior Research Associate- School of Business Environment

Essential Qualification

- Postgraduate Degree in Sustainability, ESG, Public Policy, Development Studies, Economics, Management, Social Sciences, Gender Studies, Corporate Law, Business Administration, or related disciplines from a recognized university.

Essential Experience

- Minimum five (5) years of post-qualification experience in sustainability, ESG, responsible business conduct, gender equality, corporate governance, public policy, development sector programmes, research, consulting, or related fields.
- Experience in managing multi-stakeholder projects involving government ministries, regulators, corporates, industry associations, development agencies, and academic institutions.
- Experience in project implementation, stakeholder consultations, research studies, report preparation, and programme management.

Desirable Experience

- Experience working with UN agencies, multilateral institutions, international development organizations, donor-funded projects, or sustainability initiatives.
- Exposure to NGRBC, BRSR, ESG disclosures, SDGs, human rights due diligence, gender-responsive business practices, diversity and inclusion frameworks, or responsible supply chains.
- Experience in organizing national consultations, capacity-building programmes, workshops, and conferences.
- Knowledge of financial monitoring, utilization tracking, procurement processes, and project documentation requirements.

Key Responsibilities

- Support implementation of the assigned project and ensure timely delivery of outputs and milestones.
- Undertake policy research, literature reviews, benchmarking studies, sectoral assessments, and analytical studies on responsible business conduct and gender-responsive business practices.
- Prepare concept notes, technical papers, policy briefs, discussion papers, consultation reports, project reports, and knowledge products.
- Coordinate with ministries, regulators, corporates, industry bodies, civil society organizations, academia, and development partners.
- Organize stakeholder consultations, roundtables, workshops, expert group meetings, and capacity-building programmes.
- Support development of frameworks, toolkits, guidance documents, training modules, and awareness materials.
- Monitor project progress against approved work plans, timelines, deliverables, and budgets.
- Assist in financial tracking, invoice processing, utilization monitoring, documentation, and reporting requirements.
- Maintain project records, databases, consultation proceedings, communication materials, and evidence repositories.

- Prepare quarterly, periodic, and final reports for submission to project partners, donor agency and stakeholders.
- Provide technical and administrative support for procurement, vendor coordination, event management, and logistics.
- Support communication, outreach, and dissemination activities.
- Undertake any other project-related assignments assigned by the Project Director or Head, School of Business Environment.

Desired Competencies

- Strong research, drafting, analytical, and report-writing skills.
- Excellent stakeholder engagement and coordination abilities.
- Strong understanding of ESG, sustainability, responsible business conduct, and gender equality frameworks.
- Proficiency in MS Office Suite, Excel, PowerPoint, and data analysis tools.
- Ability to manage multiple assignments under tight timelines.
- High level of professionalism, integrity, and accountability.

2. Senior Consultant- School of Business Environment

Essential Qualifications

Graduate degree in any discipline from a recognised University

Essential Work Experience

Minimum Three (3) years of post-qualification experience in research, sustainability, ESG, corporate responsibility, policy research, regulatory analysis, public policy, development sector, or related domains.

Desirable Work Experience

Experience in industry associations, professional bodies, consulting firms, or corporate sustainability / regulatory functions, involving engagement with policy, compliance, or governance processes.

Practical exposure to implementation challenges of sustainability performance, measurement, disclosures, or reporting obligations at the enterprise or sectoral level.

Job Responsibilities

- Support day-to-day implementation and coordination of the assigned project.
- Conduct desk research, data collection, stakeholder mapping, and analytical reviews.
- Assist in drafting reports, presentations, policy notes, meeting summaries, consultation reports, and communication materials.
- Coordinate with project stakeholders including ministries, regulators, corporates, industry associations, development partners, and experts.
- Support organization of consultations, workshops, capacity-building programmes, and outreach activities.
- Maintain project databases, records, documentation, and knowledge repositories.
- Track project timelines, activities, deliverables, and reporting schedules.
- Assist in preparation of progress reports, utilization reports, project documentation, and monitoring frameworks.
- Coordinate procurement processes, vendor management, event logistics, and administrative requirements.
- Support communication, visibility, and dissemination activities.
- Experience of Handling files, eProcurement system within govt. system and tenders of development sector preferred.

- Proficiency in data analysis software (e.g., Excel is must and SPSS, R, or similar tools) is desirable.
- Strong attention to detail, analytical mindset, and ability to draw insights from data.
- Enthusiasm for ESG and sustainability topics, with a desire to contribute to meaningful research projects.
- Ability to work collaboratively in a team-oriented environment.
- Managing all the administrative tasks such as maintaining records, preparing datasheets, and updating the content module.
- Coordinate with donor agency, corporates, Ministries, regulators, development partners, academic institutions, and other stakeholders for research and project implementation.
- Coordination with Finance, Administration & IT units for necessary support to the Team.
- Managing finances including follow up on the invoices and settlement of advances of the ongoing projects/ upcoming projects
- Handling/coordinating Learning Management System.
- Undertake any other project-related assignments assigned by the Project Director or Head, School of Business Environment.

Desired Skills & Competencies

- Understanding of ESG principles, sustainability frameworks, and responsible business conduct.
- Good research, drafting, and documentation skills.
- Ability to analyse regulatory, policy, and reporting frameworks from an ESG perspective.
- Proficiency in MS Office applications and data handling tools.
- Strong communication and coordination skills.
- Ability to work independently and collaboratively in multidisciplinary teams.
- High standards of integrity, accountability, and professional conduct.

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 two months or two months 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.