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

Phone. No.: 0124 –2640000 **Email: hr@iica.in**

F.No. IICA–2-44/2012 **Date: 23.07.2026**

VACANCY FOR CONTRACTUAL POITION IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited to submit applications for the contractual position in Indian Institute of Corporate Affairs. The details of eligibility conditions, remuneration, terms etc. can be downloaded from the website: www.iica.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 below-. Only eligible applicants meeting the minimum criteria may apply. Last Date of receipt of Applications is **12.08.2026.**

S. no.	Name of position	Link to apply
1.	CPE- School of Finance & Management	https://forms.gle/tK1nLM9XAr9tRFe69

-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	Monthly Consolidated fee (Rs.) P.M.	Last date to accept applications
1.	Chief Program Executive (One)	School of Finance& Management	Contractual	1,00,000/-	12.08.2026

JOB DESCRIPTION

1. Chief Programme Executive- School of Finance & Management

Essential Qualification:

- Master's degree in finance, commerce, economics or related field.
- CA,CS,CMA with relevant experience can also apply.

Essential Experience:

- Minimum 5-year experience (academic and/or practice) in the area of finance with a think tank, academic institution, consultancy or advisory body.

Desirable Qualification:

1. M Phil / PhD in Finance
2. UGC NET exam

Desirable Experience:

1. In the field of finance, primarily themes like valuation, banking, corporate finance, financial reporting, economic and financial crimes, audit, forensic accounting etc. (academic and/or practice)
2. Content development for courses, training programs preferably in the area of finance
3. Research/publications on finance related subject in reputed journals or publications

Key Job Responsibilities:

1. Academic and research support to finance related activities of the school, like IICA Valuation Certificate Program (IVCP); Masters in Financial and Economic Crimes (MFEC) Programme, Financial Intelligence for Directors Programme, Risk Management, IndAS etc.
2. Content development, articles, reports, knowledge products etc on finance related topics / themes as discussed above;
3. Undertaking research projects on contemporary finance related topics as discussed above;
4. Organizing webinars, conferences, panel talks on finance related topics as discussed above;
5. Develop and launch periodicals like newsletters, journals etc on finance related topics as discussed above;
6. Coordination with faculty/experts and participants
7. Handling online courses and programs on Learning Management System (LMS)
8. Social Media Management of activities related to finance related topics/activities
9. Preparing final reports for each course/program/activity
10. Any other duties assigned by the Head of School of Finance

The candidate must have extremely high standards in terms of quality of work, attention to detail and absolute commitment to timely completion of the task

1. **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 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.

2. 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.

3. <u>Indian Institute of Corporate Affairs reserves the right to accept or reject any application without assigning any reasons.</u>