

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

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F.No. IICA-2-44/2012

Date: 17.03.2020

VACANCY FOR COMPANY SECRETARY IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited to submit applications for the position of Company Secretary 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. **A walk in Interview is being conducted on 18th, 25th March, 2020. The reporting time is 10.30 AM.**

2. Eligible and interested candidates should **bring 4 copies of CVs and application form (Annexure II)** on the day of the interview. Photocopying of any kind of document shall not be entertained inside the campus.
3. Interested and eligible candidates can forward their CVs at [gauri.iica@gmail.com/ hr@iica.in](mailto:gauri.iica@gmail.com/hr@iica.in).
4. Candidates are required to bring one copy of the Application Form (Annexure-II) at the time of interview.
5. One candidate can apply for one position at a time. Those who have appeared earlier need not apply.

Sd/-

(Manager (HR) and CAO, IICA)

The engagement will purely be on contractual basis initially for a period of **one year**, if otherwise not extended or curtailed. 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.	Status
1.	Consultant (One)	Company Secretary	Contractual	30,000-40,000	Open

Essential Qualifications:

Qualified the final examination of the Institute of Company Secretary of India (ICSI)

Desirable Experience:

- Should have worked in Autonomous Body, PSU, Public Sector Enterprises or Private institutions of repute with at least 0-2 years of experience.
- Should possess good communication skills

Job Responsibilities:

- Knowledge of compliance reports and Provisions of Companies Act, 2013 including latest amendments.
- Knowledge to prepare and maintain the records of minutes of the meetings of the Board of Governors, Committee meetings and AGM.
- Experience to organize board meetings, Committee Meetings and AGM, to notify and apprise the Board of Governors on the upcoming meeting, to prepare the agenda of the meetings and maintain the minutes of meeting records for future references.
- Preparation of Annual Reports of the institution
- Drafting of documents used for communication between various stakeholders
- Assisting in various audits within the organisation
- Liaising with the District Registrar of Societies, Haryana for various matters in line with the statutory compliances

Remuneration and other Conditions:

- i. Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- ii. No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- iii. 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.
- iv. 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.
- v. The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- vi. 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.
- vii. 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.
- viii. Applicants, who have earlier applied in the time span of 12 months, may not apply again.
- ix. 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.
- x. 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.
- xi. Conditions may be relaxed by the competent authority in exceptional circumstances.

Selection Procedure

- a. 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.
 - b. 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)

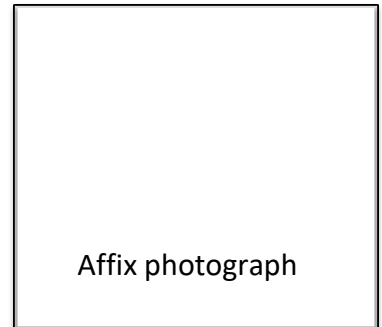
1. Sl. No. and name of the Position applied for:

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 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 IICA 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-

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

12. Any other relevant

information: Place:

Dated:

Signature of the Candidate

