

**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

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**WALK-IN-INTERVIEW FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN  
INSTITUTE OF CORPORATE AFFAIRS**

Interested and eligible candidates are invited for walk-in-interview for various positions in Indian Institute of Corporate Affairs, purely on contractual basis. Candidates are required to report between 10.00 am and 11.00 am **on 24.04.2019 (Wednesday) at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052**. The details of eligibility conditions, remuneration, terms and conditions etc. can be downloaded from the website: [www.iica.nic.in](http://www.iica.nic.in).

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:-

Sl. No.	Name of the position	Field	Category	Monthly Consolidated fee (Rs.) P.M.
1.	Principle Research Analyst (One)	Centre for Independent Directors	Contractual	1 lakh - 1.5 lakh
2.	Technical Assistant/ Program Executive (One)	For Schools/ Centres	Contractual	30,000
3.	Senior Consultant (Two)	Indian Corporate Law Services Academy	Contractual	50,000
4.	Consultant (Two)	Indian Corporate Law Services Academy	Contractual	30,000
5.	Office Administrator (One)	Indian Corporate Law Services Academy	Contractual	30,000
6.	Consultant (One)	Company Secretary	Contractual	30,800
7.	Consultant (One)	IT - Website Developer & Designer	Contractual	30,800
8.	HR Executive (One)	Human Resource Deptt.	Contractual	30,000-40,000

### **1. Principle Research Analyst- Centre for Independent Directors**

#### **Job Description:**

The PRA will be leading the Centre for Independent Directors, IICA. The candidate will be responsible to develop the centre as an apex body for developing Independent Directorship as a profession in the country by deploying Indian way of Corporate Affairs and governance.

The emphasis of the role will be on conducting action research, producing policy papers / reports, development and periodic up gradation of capacity building course content, advocacy initiatives, professional advisory services to Independent Directors and the boards, producing national and global best practice reports. The focus of the centre will on the professional development of Institution of Independent Directors with exclusive research agenda on Indian Way while supplementing the mandate of corporate governance at IICA through its School of Corporate Governance and Public Policy. Aggregation shall lead to development of Indian way of professional development of institution of independent directors.

#### **A. Knowledge:**

##### **Essential:**

**A.1** Ph.D in Management, Law, Economics, Finance with subject having interface with Corporate Governance with First Class Masters in Law, Economics, Management, Public Policy

**A.2** The candidate must possess a minimum of ten years of experience of working with a think tank, chamber of commerce, academic institution, consultancy or advisory body.

**A.3.** Proven track record of research / publications on the subject in reputed journals or publications.

**Desirable:**

Prior experience of working in area of corporate governance / Independent Directors or the relevant theme would be a plus. A proficiency certificate on the subject from a reputed institution would be preferred.

**B. Skill Set:**

The ideal candidate is desired to have a strong orientation towards the subject of corporate governance and specifically Independent Directors with proven skills on action research, developing policy papers / reports, content development (including e learning) and curation for capacity building. In addition the candidate is expected to have strong communication and outreach skills for creating impactful influence, IT and public relations skills for creating lasting impact.

**C. Aptitude:**

The ideal candidate should have strong aptitude towards research, creativity, learning and communications and ability to handle challenges independently. He must be passionate for capacity building of emerging profession of Independent Director to hold them act as agents of change.

**2. Technical Assistant/ Program Executive**

**Essential Qualification:**

Any Bachelor's degree/ Business Administration.

**Essential Experience:**

At least 2 – 5 years of post -qualification experience

Overall aim of recruiting Programme Executives/ Technical Associates is to efficiently manage the process and logistics of capacity building programs and other projects of IICA. This includes:

- i. Organize long term courses, MDPs and events from time to time under overall guidance of IICA faculty.
- ii. Help in making logistics arrangements including cost proposals, disbursing payments etc.
- iii. Making and accepting phone calls for promoting and managing various programs.
- iv. Sending memos, emails, and letters on behalf of the Institute;
- v. Receiving visitors and handling scheduling.
- vi. Any other work assigned by the Head from time to time.

**3. Senior Consultant- Indian Corporate Law Service Academy**

**Essential Qualification:**

Academic Knowledge in the Field of Corporate Law/ Accounting with minimum 10 years of work experience.

**Age-** 40 years and above

**Job Responsibility:**

- i. Advise Academy in the area of course curriculum development of training modules.
- ii. Helping in day to day administration.
- iii. Delivering lectures in the concerned specialized subjects
- iv. Assist in course designing for training programs.
- v. Assist in conducting examination, prepare question papers and evaluation
- vi. Coordination with other National Academy and Education Institutions.

**4. Consultant- Indian Corporate Law Service Academy**

**Essential Qualification:**

CS/ ICWA/ LLB/ MBA (Finance) with minimum 5 years of work experience.

**Age-** 30 years and above

**Job Responsibility:**

- i. Value addition in the training modules by giving inputs based on national/international practices in the field of Corporate Law.
- ii. Study and prepare reports on various developments (amendments) in the area of Corporate Law by including various case laws.
- iii. To prepare study and course material for participants of the training and having adequate knowledge to deliver lectures.
- iv. To assist Academy in design and planning of International Attachments and Engagement of Faculties for training Programmes.

**5. Office Administrator -Indian Corporate Law Service Academy**

**Essential Qualification:**

Graduate having minimum 10 years of work experience in Establishment and HR Functions

**Job Responsibility:**

- i. To oversee overall function of Establishment Section
- ii. To supervise function of Office Assistants
- iii. To manage office stationary and inventory management
- iv. Logistics arrangements
- v. To serve as a point person OT related issues like accommodation, Leave etc.

**6. Consultant- Company Secretary**

**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 1-2 years of experience.

Should possess good communication skills

### **Job Responsibilities**

1. Knowledge of compliance reports and Provisions of Companies Act, 1956 including latest amendments.
2. Knowledge to prepare and maintain the records of minutes of the meetings of the Board of Governors.
3. Experience to organize board meetings, 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.

## **7. Website Developer & Designer**

### **Job Description:**

The Developer shall be responsible for both back-end and front-end development, including creating WordPress themes and plugins. This position requires a combination of programming skills (namely PHP, HTML5, CSS3, MySQL and JavaScript) and aesthetics (understanding element arrangements on the screen, the colour and font choices, and so on). The candidate should have a strong understanding of industry trends and content management systems. Experience with the responsive and adaptive design is strongly preferred. Also, an understanding of the entire web development process, including design, development, and deployment is preferred.

### **Job Responsibilities:**

- i. Designing and implementing new features and functionality
- ii. Establishing and guiding the website's architecture
- iii. Ensuring high-performance and availability, and managing all technical aspects of the CMS
- iv. Helping formulate an effective, responsive design and turning it into a working theme and plugin.
- v. Develop, create and implement custom websites and designs and implementing new features and functionality using WordPress
- vi. Implementing WordPress templates and plug-ins using WordPress development , including the ability to use cutting edge WP Plugins or themes , and make them work properly in all environments while overcoming basic conflicts with popular themes.
- vii. Candidate's primary focus will be the development of all server-side logic, definition and maintenance of the central database, and ensuring high performance and responsiveness to requests from the front-end.

### **Key skills**

PHP JavaScript JQuery HTML MySQL WordPress CSS Magento Codeigniter Laravel  
Skills (Mandatory)

- i. Good understanding of front-end technologies, including HTML5, CSS3, JavaScript, jQuery,
- ii. Experience building user interfaces for websites and/or web applications
- iii. Experience designing and developing responsive design websites
- iv. Comfortable working with debugging tools like Firebug, Chrome inspector, etc.

- v. Ability to understand CSS changes and their ramifications to ensure consistent style across platforms and browsers
- vi. Ability to convert comprehensive layout and wireframes into working HTML pages
- vii. Knowledge of how to interact with RESTful APIs and formats (JSON, XML)
- viii. Proficient understanding of code versioning tools such as Git, SVN, and Mercurial.
- ix. Strong understanding of PHP back-end development and MySQL
- x. Expertise in Object-Oriented Programming/ Development and Design skills.
- xi. Strong experience on framework (Codeigniter / Laravel / CakePhp / Zend / Symfony / Yii ) or CMS ( WordPress / Magento / Drupal / Joomla)
- xii. Understanding of Technical architecture.
- xiii. Expertise in Object-Oriented Programming/ Development and Design skills.

**Skills (Optional)**

Working knowledge in SEO (on page), SMO

**Academic Qualification (Essential)**

B.Tech/B.E. in Computer Science/Computer Engineering/Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation /Information Technology with first class from a recognized university.

OR

Bachelor in Computer Applications & Masters in Computer Applications with first class from a recognized university.

OR

Post Graduate Degree in Computer Science/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation /Information Technology with first class from a recognized university.

OR

Graduate having passed DOEACC 'B' level

NOTE: If a class/division is not awarded, a minimum of 60% marks in aggregate shall be considered equivalent to 1st class/division. If a grade point system is adopted, the CGPA will be converted to equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

**Minimum Experience:**

- 5+ years of experience in the field of Website/Application design, development, code, testing, deployment & maintenance
- Freelancers shall be preferred.

## **8. HR Executive**

### **Essential Qualification**

Graduate in any discipline with at least 5 years' experience in any Central Government/ Attached / Subordinate Office/Autonomous Body, Universities/ Educational Institutions failing which from any private Institution.

OR

MBA (HR) or Graduate with PG Diploma in HR with at least 2 years post qualification experience in HR matters.

### **Desirable:**

Candidates with higher qualification and more years experience shall be preferred.

### **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 thereof.
- 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. Interested candidates may furnish their applications while reporting for the walk-in-interview between 10.00 am and 11.00 am on **Wednesday, 24.04.2019 (Wednesday) at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon - 122052.**

3. 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:

Affix photograph
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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		Organisation 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