

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

Phone. No.: 0124 -2640000

Email: gaury.iica@gmail.com / hr@iica.in

F.No. IICA-2-44/2012

Date: 05.10.2021

VACANCIES FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited to submit applications for various 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.iica.nic.in. **An online Interview is being conducted on every Wednesday.**

2. Interested and eligible candidates can forward their CVs at gaury.raina@iica.in.
3. One candidate can apply for one position at a time.
4. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
5. The position shall remain open until any suitable candidate is selected.
6. If number of applications received is high in number and if it is not possible to call all eligible candidates for interview, the Institute will further shortlists the candidates based on higher experience in the relevant fields or candidates with higher educational qualification as the case may be.

Sd/-
Administrative Officer

The engagement will purely be on contractual basis initially for a period of Six months/ 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.
1.	Senior Research Associate- Project Management (One)	Centre for E2E in CSR	Contractual	50,000- 70,000
2.	Research Associate/ PhD Scholar (One)	Investor Education & Protection Fund Secretariat	Contractual	50,000- 70,000
3.	Senior Consultant (One)	Finance Division	Contractual	50,000
4.	Consultant- Media and Communication (One)	National CSR Awards Sectt.	Contractual	40,000- 50,000
5.	Research Associate (One)	Centre for E2E in CSR	Contractual	30,000- 40,000 **
6.	Consultant (One)	Library/ Knowledge Resource Centre	Contractual	30,000- 40,000

JOB DESCRIPTION

1. Senior Research Associate- E2E in CSR

Educational Qualification

Full Time Post-graduate degree in social sciences, statistics or connected to CSR and Sustainability or related to needs and assessments, SROI, baseline surveys.

Competencies

- High levels of drive and willingness to learn.
- Strong work ethic.
- Ability to achieve stretched targets.

- High levels of emotional stability.

Experience

- General experience in CSR and Sustainability.
- Proven skills in research and report writing connected to need analysis and impact assessment.
- Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools
- Professional experience in writing and publishing need and impact assessments.
- Proven experience in developing research proposals, implementing field studies and report writing connected to need and impact assessment.
- Assessing Social Return on Investment (SROI) would be an added advantage.

Skill Set

- For needs and impact assessments, SROI, etc the candidate should possess the following skills -
- Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment
- Develop assessment and evaluation tools for data collection for field study
- Ability to get the survey done on the survey technology platforms for paperless data collection and basic analysis.
- Compilation and quantitative and qualitative analysis of data for assessment reports.
- Collect and analyse Quantitative and Qualitative data, prepare draft reports for baseline surveys
- Writing and producing reports, research papers or briefs
- Excellent written English communication skills with documentation abilities
- Provide Project/program coordination including facilitating client communications and data collection and analysis processes
- Pull out data from secondary sources, journals.
- Ability to work with a team(s).

Key Tasks/ Nature Of Activities

- Monitor the implantation of project activities under Real Time Monitoring framework
- Conduct general research connected to CSR/sustainability.
- Organize research specifically related to needs and impact assessment, baseline studies, SROI, etc, connected to developing proposals, conducting literature review, framing questionnaires, doing field survey, data collections and other sources of information and collect, record, analyze, evaluate data/facts.
- Support, facilitate and maintenance of CSR data;
- Do any other duty as entrusted by the Competent Authority.

2. Research Associate/PhD Scholar- IEPF Research Chair

A. Essential Qualification:

Master's degree in Finance, Economics, Management (preference for candidate with aptitude for using statistical tools and statistical programming)

B. Desirable Qualification:

- Ph.D/M.Phil/UGC NET qualification.
- Publication / presentation of research papers in refereed international & national journals / conferences.
- Post Graduate Diploma/ Program/ Certificate Course in financial literacy and areas connected to investor education and building awareness of investor and similar activities connected to financial literacy.

C. Experience

- i. At least 2 years' work/research experience in related field (Prior experience in activities specific to items given in the "Responsibilities" stated below is desirable)
- ii. Demonstrated proficiency in computer based statistical tools and applications (Prior experience or training in data science/ statistics is preferred)
- iii. Excellent verbal, written English communication skills with documentation abilities.
- iv. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks is an asset.

D. Responsibilities

To support and assist the Chair Professor in the following activities-

- A. Conducting Research (doctrinal/empirical), survey, etc. on contemporary issues related to investor education and protection like:
 - i. Evidence basis for targeting efforts and designing approaches.
 - ii. Evaluation and measurement of investor awareness programs
 - iii. Identifying needs and priorities specific to local culture and demographics.
 - iv. Identifying reasons for popularity of investment schemes such as Ponzi Schemes, collective investment schemes etc.
 - v. Identifying disaggregated interventions that would improve decision making an investment at family/individual level across different social-economic classes.
 - vi. Conducting longitudinal surveys to get a better grasp of investor's behavior and attitudes over long term etc.
 - vii. Any other area of financial education/inclusion and investor protection
- B. Identifying and disseminating global best practices in the area.
- C. Developing knowledge products, booklets, case studies, etc. related to investor/financial education and investor protection
- D. Publishing in the form of books, monographs etc. to meet the existing knowledge gap and the result of the studies conducted by the chair.
- E. Organizing workshops/conferences/seminars/webinars/summer schools, etc. on issues related to investor/financial education and investor protection
- F. Collaborating with reputed institutes (national and international) for knowledge exchange.

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.

3. Senior Consultant – Finance Division.

Essential Educational qualification:

CA PCC qualified or CA qualified or equivalent.

Work Experience:

Five years of experience in books finalization, stat and internal audit, MIS, GST Returns, TDS Returns, preparing various reconciliations including 26 AS, BRS, expert knowledge in Tally ERP 9 etc. Knowledge of Accounting Standards and other related laws is essential.

Desirable:

Experience of overall management of Books of Accounts at managerial/ supervisory level.

The Selection Committee may relax any of the conditions for deserving candidates.

4. Consultant-Media & Communication (NCSRA)

Qualification and Experience:

- Graduate in Journalism/ Mass Communications or any other relevant field;
- 1 to 3 years work experience in applying Digital Marketing Strategies and should have thorough knowledge of working mechanisms of Social Networking sites (Facebook, LinkedIn, Twitter, YouTube etc.);
- Should be expert in creating online campaign for promotion of awards using various social media platform, Google ads and other relevant websites;
- Should be a Digital Marketing Expert – promoting the social cause, various events from time to time, and achieving given goals of mobilizing / reaching to targeted participants (region wise / industry wise / sectoral intervention wise etc.).
- Having skills in video editing, designing social media posts etc. will be added advantage;
- Good understanding of corporate affairs, CSR and Sustainability eco-system in India;
- Enthusiastic, hardworking, takes initiatives, multitasking, excellent inter-personal and communication (written and verbal) skills and a team player.

Desirable:

- Master Degree in relevant field;
- Diploma/Certificate in Digital Marketing;
- Prior work experience with government agency.

Job Role/Duties:

- Social Media posts (increasing social media presence);

- Create online banner adverts. Edit and post videos, podcasts and audio content to online sites;
- Email marketing/mass mail/SMS campaigning and con-calls and follow-ups;
- Managing database and provide analysis as per requirements;
- Filing & documentation, preparation of Minutes of Meetings, reports of events, etc.;
- Adverts (online & offline), events flyer, program brochure, mails;
- Assisting the National CSR Awards Secretariat in relevant tasks; and
- Any other work assigned by the Programme Manager.

5. Research Associate- National Foundation for CSR

Educational Qualification

- Full Time Post-graduate degree in social sciences, statistics or connected to CSR and Sustainability having 0-3 years of experience.

Competencies

- High levels of drive and willingness to learn.
- Strong work ethic.
- Ability to achieve stretched targets.

Experience

- General experience in CSR and Sustainability.
- Skills in research and to prepare draft reports connected to need analysis and impact assessment.
- Excellent command on data collection and analysis, MS-Office suite and other data analysis tools
- Assessing Social Return on Investment (SROI) would be an added advantage.

Skill Set

- Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment
- Develop modules for capacity building programs.
- Collect and analyse data, prepare draft reports for baseline surveys, needs assessments and impact assessments
- Prepare articles, reports and presentations for project assessments as and when required
- Travel to field sites to collect and record data for conducting needs and impact assessment
- Develop overall research protocols and monitoring and evaluation tools
- Review and edit reports to ensure perfection of the end to end services
- Pull out data from secondary sources, journals.
- Ability to work with a team(s).

Key Tasks/ Nature Of Activities

- Conduct general research connected to CSR/sustainability.
- Organize research specifically related to needs and impact assessment, baseline studies, SROI, etc, connected to developing proposals, conducting literature review,

framing questionnaires, doing field survey, data collections and other sources of information and collect, record, analyze, evaluate data/facts.

- Support, facilitate and maintenance of CSR data;
- Do any other duty as entrusted by the Competent Authority.

****Remuneration offered- Rs. 30,000 – Rs. 40,000/-, depending on prior work done in needs and impact assessments, conducting baselines survey, etc. Experience of SROI would fetch higher salaries.**

6. Consultant- Library

Educational Qualification:

- A Master's Degree in Library Science, Information Science/ Documentation Science or an equivalent professional degree, and a consistently good academic record with knowledge of computerization of library.
- Sound knowledge of computers , Open Source Software, Library Management Software, Work experience in ICT and database management in the libraries will be given preference .

Experience:

- Should have 3-5 years' experience in organizing and managing Library activities in any academic / Corporates /Research Institution.
- Knowledge and experience in all the day to day technical activities of the Library.

Desirable:

- Good Communication Skills. (Linguistic aptitude and command over English and Hindi languages).

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 six months/ 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. 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.
- ix. 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.
- x. 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 From To	Organization from where received	Nature of Training received	Remarks

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