

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

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**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](http://www.iica.nic.in). **An online Interview is being conducted on every Wednesday.**

2. Interested and eligible candidates can forward their CVs at [gauri.iica@gmail.com](mailto:gauri.iica@gmail.com).
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 (One)	Centre for Insolvency & Bankruptcy	Contractual	60,000-80,000
2.	Fellow (One)	Forum of Indian Regulators (FOIR)	Contractual	50,000
3.	Research Associate (One)	Research Project on "Cross Country Comparison of Directors in Twilight Zone- A Leximetric" Analysis under IBBI research Initiative.	Project Based only for a period of 06 months.	15,000
4.	Project Assistants (Two)	National CSR Awards	Contractual	20,000 each

### **JOB DESCRIPTION**

#### **1. Senior Research Associate- CI&B**

**Essential Education Qualification** -

- LLB, Preferably LLM and/or NET.

**Relevant years of experience** - 3 years.

**Essential work experience field**

- Prior Research experience & Published work in field of Insolvency & Commercial Laws.

#### **2. FELLOW- FOIR**

**Qualification:**

- Bachelor of Law (LLB)/ Master of Business Management / Post-graduate degree in Social Sciences /LLM/ other relevant field.

**Experience**

- Minimum 2 years of work experience in conducting Social Science Research with proven knowledge of Qualitative and quantitative research.

**Desirable:**

- Prior work experience in the field of work relating to government regulators.

**Skill Set:**

- Leadership skills
- Project management
- Understanding of Market Regulation in India
- Research and writing skills
- Excellent communication skills

**Activities:**

- Helping in day to day administration of the FOIR Centre at IICA.
- Work pertaining to course curriculum development of training modules.
- Delivering lectures in the concerned specialized subjects
- Assist in course designing for training programs and academic programs.
- Assist in conducting examination, prepare question papers and evaluation.
- All work relating to the academic and non academic activities in FOIR
- Administrative and financial compliances
- Planning and implementation of various activities (on site and off site) of FOIR
- Managing tenders and handling vendors
- Liaison with all stakeholders at FOIR, CERC and IICA
- Complete assistance in the conduct of the Annual General Meeting, other meetings and other activities such as webinars/seminars/capacity building activities from time to time.

**Key Tasks:**

- Overall management of FOIR Secretariat

**3. Research Associate- IBBI Project**

**(a) Qualification:** LLB Complete/Pursuing

**(b) Experience :** Legal research (Economic & Political) desirable but not mandatory.

**(c) Work Responsibility:-**

1. Collating Literature, Compiling Books, Journal Articles and Cases etc.
2. Extensively review of literature, Journal of Legal Studies, books etc.
3. Reviewing Literature in other jurisdictions like US, France and Germany etc.
4. Any other task assigned by Head, CIB.

**4. Project Assistants- National CSR Awards**

**Essential Qualification:**

Graduate in any discipline.

**Essential Experience:**

Minimum 1-3 years having extensive knowledge of working with MS Word, particularly MS Excel.

**Role:**

- i. Dealing with correspondence and phone calls
- ii. Booking and arranging travel, transport and accommodation.
- iii. Assisting in organising events and conferences
- iv. Typing, compiling and preparing reports, presentations and correspondence.
- v. Managing databases and filing systems.
- vi. Assisting in record keeping and documentation.

**Skills required:**

- i. Excellent verbal and writing skills.
- ii. Extensive knowledge of computer skills.

**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 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. 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)*

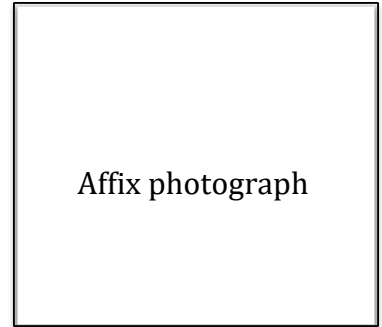
1. Sl. No. and name of the Position applied for:

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		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 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:

(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