

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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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 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.	Consultant- Admn. & Finance (One)	National CSR Awards	Contractual	40,000-50,000
2.	Project Assistant (One)	National CSR Awards	Contractual	20,000-30,000
3.	Research Associate (One)	Forum of Indian Regulators (FOIR)- for Project - <i>"Development of Performance Evaluation Mechanism for Regulatory Bodies in India "</i> .	Contractual for a period of 06 months only.	30,000
4.	Intern (one)	Forum of Indian Regulators (FOIR) for Project - <i>"Development of Performance Evaluation Mechanism for Regulatory Bodies in India "</i> .	Contractual For a period of 03 months only.	10,000

JOB DESCRIPTION

1. Consultant- Admn. & Finance- CSR

Essential Educational Qualifications:

Bachelor's degree

Essential Work Experience/ professional requirements:

- Minimum 3 year experience in the field CSR or corporate law or project management or administration.
- Adherence to highest standards of integrity
- Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.
- Ability to work in multi-disciplinary teams
- Strong Communication and documentation skills.

Desirable Work Experience:

- Prior experience in managing file work, tender/ expression of interests etc
- Familiarity with working of Government Organisation shall be of added

Responsibilities

- Supporting the National CSR Award process in documentation/ file work/ reporting as per norms of the Government
- Financial management of the activities of the Award
- Assisting the Steering Committee, Selection Committee and the Grand Jury in their work
- Coordination with various stakeholders
- Any other work/ task given by the Administration/ HR Deptt.

2. Project Assistant- National CSR Awards

Essential Qualification:

Company Secretary with extensive knowledge in the Company's Law.

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

3. Research Associate- FOIR Project

“Development of Performance Evaluation Mechanism for Regulatory Bodies in India ”.

Essential Qualification:

Completed Bachelor’s in Social Science / Completed Bachelor of Law (LLB)/ Bachelor of Business Management (BBA) /Master of Business Management (MBA)/LLM./other relevant field –

Desirable:

Proven Experience of research and writing in regulatory affairs/ Social Science - Can effectively pull out reliable data from different sources- research papers, newspapers, journals and reliable websites and other ways.

Competencies

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

Experience:

- Minimum 1 year or more of work experience with proven skills in research and writing/project management preferably in the area of regulatory affairs/ governance/Social Science.
- -Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools.

- -Professional experience in writing and publishing technical reports, documentation.
- Ability to Conduct and Review literature reviews for various studies.
- Collect and analyse data, prepare draft reports.
- Prepare articles, reports and presentations for project assessments as and when required
- 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).

Skill set:

Research and Report writing skills.

Key Tasks:

Data collection, survey of literature, preparing write ups and reports and providing assistance to the team.

4. INTERN- FOIR Project

"Development of Performance Evaluation Mechanism for Regulatory Bodies in India "

Essential Qualification:

Pursuing or Completed Bachelor of Law (LLB)/ Bachelor of Business Management(BBA) /Master of Business Management (MBA)/LLM./other relevant field.

Desirable:

Prior Experience in Research and Writing in the field of regulatory affairs.

Skill set:

Research and Report writing skills.

Key Tasks:

Assisting in data collection, review of existing literature and all other work assigned from time to time.

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 ICA.
(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: (ifany)

(ii) Residential Address-

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

12. Any other relevant information: Place:

Dated:

Signature of the Candidate