

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

**Phone. No.: 0124 -2640000**

**Email: <gauri.iica@gmail.com**

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](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.	Fellow (One)	Forum of Indian Regulators (FOIR)	Contractual	50,000/-
2.	Technical Assistant (One)	Centre for E2E in CSR	Contractual	25,000-30,000/-

## **JOB DESCRIPTION**

### **1. 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

**2. Technical Assistant- Centre for E2E in CSR**

**Essential Educational Qualifications:**

- Intermediate pass in CA/ICWA/CS

**Essential Work Experience/ professional requirements:**

- 0-3 years of experience. Successful completion of articleship of CA/CS/ICWA will be considered equivalent to one year of experience.
- Experience of Handling files, eProcurement system within govt. system and tenders of development sector preferred
- Experience of preparation of presentation on infographics software desirable.

**Competencies:**

- High levels of drive & willingness to learn.
- Strong work ethics
- Ability to achieve stretched targets

**Job Role/ Responsibilities**

- Managing all the administrative tasks such as maintaining records, preparing datasheets, and updated content module.
- Coordination with Finance, Administration & IT units for necessary support to the Team.
- Managing finances including follow up on the invoices and settlement of advances of the ongoing projects/ upcoming projects
- Handling/coordinating Learning Management System.
- To handle logistic arrangements of Centre for E2E in CSR, School of Business Environment& Business &Human Rights.

**Skills required:**

- Should be proficient with MS Office, particularly MS Word & MS Excel.
- Should have good communications skills/ writing 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 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)*

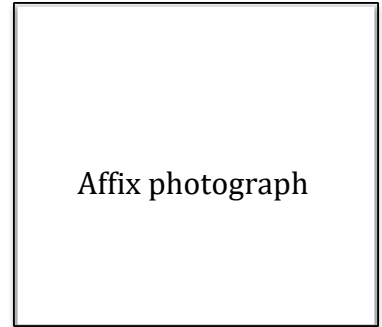
1. Sl. No. and name of the Position applied for:

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		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