

**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

Date: 22.03.2019

**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 27.03.2019 (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.

Sd/-

(Manager (HR) and CAO, IICA)

Note: 1. On every Wednesday Interviews are conducted at IICA for various contractual positions. Detailed advertisement for vacant positions will be uploaded in www.iica.in on every Thursday till further notification.

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 - 1.50 lakh
2.	Medical Consultant (One)	Medical	Contractual	25,000- 30,000 part time basis
3.	Technical Assistants (Three)	For Schools/ Centres	Contractual	30,000
4.	Senior Research Associate (One)	Corporate Governance & Public Policy	Contractual	50,800
5.	Senior Research Associate (Two)	School of Finance	Contractual	75000-100000 (Negotiable)
6.	Sr. Consultant (One)	Digital / Social Media Marketing Expert	Contractual	50,800
7.	Consultant (One)	Company Secretary	Contractual	30,800
8.	Sr. Executive (One)	Administration	Contractual	50,800
9.	Executive Assistant (One)	DG & CEO Secretariat	Contractual	30K – 40K
10.	Consultant (One)	IT- Audio Visual	Contractual	30,800
11.	Consultant (One)	IT - Website Developer & Designer	Contractual	30,800
12.	Chief Executive	Operations and Management	Contractual	50,800

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.

The candidate will be engaged purely on contract basis for a duration of one year at a consolidated emoluments ranging from Rs. 1 to 1.5 Lakhs based on qualification/experience.

2. Medical Consultant -General Physician

Allopathic Doctor on part time contract basis in IICA

Applications are invited for engagement of part-time Medical Consultant (Allopathy) on part time basis in Indian Institute of Corporate Affairs to provide medical advice/assistance to trainees, participants, its officers/ staff at IMT in its campus located at Plot no. P-6,7,8, Sec-5, IMT Manesar, Distt. Gurgaon, Haryana.

Qualifications, Experience and other service conditions.

(i) Minimum Qualification and experience

Degree in MBBS from any University recognized by Medical Council of India in the allopathic system of medicine with Minimum 2 years experience in Govt. Hospitals/ Institutions/

Dispensaries/ PSUs/Private Sector/ Charitable Hospitals/Dispensaries/ Private Practice or retired from Central/State Government Service.

- (ii) **Minimum Age-** 35 years
- (iii) **Maximum age limit-** 70 years
- (iv) **Visiting Hours-** Thrice in a week (2 hours daily)
- (v) **Period of engagement-** Initially for a period of 6 months from the date of joining and extendable after review of performance.
- (vi) **Remuneration offered-** Rs. 30,000 per month (consolidated)
- (vii) **Increment in remuneration:** 10 % increase every year

Nature of services:

The nature of service would include the following:

- i. To attend visiting patients and provide medical attention for treatment of minor illness.
- ii. Prescription be given (without any charges), take blood pressure, blood sugar readings and administer injections etc. free of charge.
- iii. Handling important dressings and minor surgeries.
- iv. To advise regarding referral to specialists.
- v. To advice regarding annual check - up of the employees.
- vi. To attend officers/ staff of IICA and their family members at your clinic for which consultation fee of Rs. 100/- per person shall be chargeable. No Consultation fee shall be charged if the second visit falls within a week of the first visit.
- vii. In the event of the scheduled visit falling on a closed holiday, the same shall be compensated by a visit on next working day in consultation with the competent authority.

Other terms and conditions

The applicant should have their own Dispensary or place of residence within a radius of 15-20 kms from IICA campus.

Selection Procedure-

- i. An interview for selection of Medical Consultant on contract basis.
- ii. Selection shall be made through interview of eligible candidates. IICA reserves right to raise the minimum eligibility standards etc. in order to limit the number of candidates to be called for the interview.
- iii. The shortlisted candidates after the interview will be subjected to medical tests as per prescribed norms before engagement as a Medical Consultant.
- iv. Candidates selected for the position will be appointed subject to their being found medically fit and acceptance of nature of duties to be performed.
- v. The selected candidate has to sign an agreement of contract with IICA before engagement as Medical Consultant on contract basis .

3. Technical Assistants

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.

Remuneration offered: Rs. 30,000 P.M.

4. Senior Research Associate- Corporate Governance & Public Policy

Essential Educational Qualification

Masters degree in Management, Economics, Finance, Law or a qualified CA / CS / CMA with First Division (or equivalent grade).

Desirable Qualification

Ph.D/ M.Phil / UGC NET qualification

Publication/presentation of research papers in refereed international and national journals/conferences

Experience

4 years of relevant working experience.

Skill sets required

- Excellent written and oral communications skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; round table agenda and other such requirement from time to time.
- Excellent IT skills including excel and spread sheets
- Experience of organising events, round tables, stakeholder consultations and launches
- Experience of being involved in capacity development programs, including development of training modules.
- Prior experience working with Government Organisations, Chambers of Commerce or Think Tanks is preferred.

Job Description

- Research and Scholarship
 - o Developing research proposals and projects independently and proactively
 - o To conduct and coordinate national level research projects
 - o Contribute to the process of identifying and securing new funding streams for research projects.
 - o Developing course modules and case studies for various capacity building initiatives under SoCGPP
- Liaison and Networking
 - o To collaborate actively within and outside the Institute
 - o Proactively network with government, public and private sector organisations & funding agencies with the objective of identifying new funding streams through research & consultancy projects, sponsorships and training activities.
- Planning & Organizing
 - o To organise and to participate in various conferences, workshops and roundtables.
 - o Developing periodic reports and disclosures required by the School, the Ministry and external stakeholders.
 - o To support and assist the head of school and other staff members in general administration, managing people-process-products.

5. Sr. Consultant – School of Finance

Essential Qualification:

ELIGIBILITY

Essential Educational Qualification:

Masters degree in Finance, Commerce, Management, Economics with First Division (or equivalent grade).

Essential Experience:

- i. Minimum 2 years of relevant experience in drafting research proposals / Brochure designing and capacity building activities, report writing and Demonstrated proficiency in computer based applications.
- ii. Excellent verbal, written English communication skills with documentation abilities.
- iii. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.
- iv. Ability to work independently in terms of attending meetings on behalf of the HoD.

Job Responsibilities

A. Research and scholarship:

- i. To develop research proposals and projects independently
- ii. To organise / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities.
- ii. To apply body of knowledge in appropriate research, advocacy , training activities by developing study modules, research papers & reports, concept papers etc.

B. Liaison & Networking:

- i. To collaborate actively within and outside the Institute
- ii. To develop network with government, public and private sector organizations and contribute in research & consultancy projects, sponsorships, training activities etc.

C. Planning & Organising:

- i. To plan, co-ordinate and implement the programs, training and research based work from end to end
- ii. To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders

D. Administrative and People Management Support:

To support and assist the head of school and other staff members in general administration, managing people-process-products.

- i. the impact of training on target audience and KPIs
- ii. To Develop soft skills and communication skills among the trainees along with job specific skills
- iii. Research and recommend new training methods like gamification
- iv. Gather feedback from trainers and trainees after each educational session
- v. Partner with internal stakeholders and liaise with experts regarding instructional design
- vi. Assist the Head in Module Development activities
- vii. Timely reporting of progress to the Ministry/ Funding Authority.

6. Sr. Consultant - Digital/Social media Marketing Expert

IICA is looking for an experienced and creative Social Media Specialist. As a Social Media Specialist, Sr. Consultant will be responsible for developing and implementing Social Media strategy in order to increase the enrolment/ participants of our short term /long term training programme and events for online presence and improvise our marketing and sales efforts.

Essential Qualification:

BE/B.Tech in Computer Science Engineering/ IT or MCA. Candidate having additional qualification eg certification in graphic design /Digital Marketing will be given added advantage.

Essential Experience:

Min 4 years of experience in digital/Social Media marketing. The experience in social media marketing for educational training programme /training product will be give an added advantage. 2. Experience of execution of the digital marketing strategy through mail campaigning, Social Media, Google ad words, digital communications including email, affiliate marketing and translation of marketing campaigns into digital marketing campaigns, analytics and system integration 3. Social Media Strategist using social media for brand awareness and impressions 4. Excellent knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, Google+ and other social media best practices. 5. Shall have good understanding of SEO and web traffic metrics 6. Experience with doing

audience and buyer persona research 7. Good understanding of social media KPIs(Key Performance Indicators) 8. Familiarity with web design and publishing.

Other Skills

- Editing and writing skills: To devise and edit content for various digital platforms. Writing blog posts may well be an integral part of the job
 - Speaking skills: These will mainly be deployed internally. shall able to explain coherently to others, who may not be familiar with the medium, how digital technologies work and what their marketing application is
 - Video editing skills: Website and social media content will not just be text but frequently visual as well
 - Web development skills: sound knowledge of HTML/JavaScript, strong knowledge of search engine optimization and advanced Word and PowerPoint skills
- Day-to-day Activities
- Develop and manage digital marketing campaigns
 - Execution of social media digital marketing Strategy
 - Creating and managing the database for all training programmes including contact details of the potential leads for different types of training programme
 - linking and publishing digital marketing contents in align to the organisation's website(s)
 - Write and optimise content for the website and social networking accounts such as Facebook, google ad words, LinkedIn and Twitter
 - Track and analyse website traffic flow and provide regular internal reports
 - Attain key performance indicators such as reducing the website bounce rate, increasing dwell time or improving conversion
 - Continually work on the Search Engine Optimization (SEO) of the website(s). Monitor SEO and user engagement and do content optimization regular basis to improvise the sales.
 - Fix any errors or bugs in online content
 - Edit and post videos, podcasts and audio content to online sites
 - Create online banner adverts and oversee pay per click (PPC) ad management
 - Email marketing /mail/sms campaigning and con calls and follow up for leads.
 - Identify new trends in digital marketing, evaluate new technologies and ensure the brand is at the forefront of training program developments, particularly developments e-marketing content
 - Work on printed/e-content material to supplement online products
 - Attend product launches and networking events.

7. Consultant- Company Secretary

Essential Educational 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.

8. Sr. Executive- Administration

Educational Qualification & Work Experience:

Graduate / Post graduate in any discipline with at least 15 years of experience of managing administrative matters. Work experience in Government Department/organization/defence/police would be an added advantage.

Job Responsibilities

Building and Estate Management

- i. Responsible for all facility management of the Campus spread out in 14 acres, upkeep and maintenance of Main Administrative Building consisting of 8 floors, Hostel, residential, Retreat, Sports Complex, Gym, etc.
- ii. Maintenance of building condition and make recommendations for short and long term upgrades/refurbishment, including capital works.
- iii. Management of CCTV Systems, Fire Alarm Systems, conducting Fire Evacuation Programs, Maintenance & Engineering Services, Building Management System, lifts, electrical, UPS, DG & Data Centre, Sprinkler, Air-conditioning, HVAC, Transformer, Solar System of 75 KW, etc.
- iv. Set and implement detailed guidelines and procedures for the on-going management operation.
- v. Set cleaning and housekeeping procedures and management of housekeeping workers.
- vi. Maintain a pleasing environment with good landscaping maintenance and indoor planting and outdoor, seasonal plantation, and horticulture matters.
- vii. Ensure proper functioning of operations of electrical, plumbing staff, Carpenters, mechanical / technical staff/ engineers.

Hostel Areas

- i. Ensure maintenance and cleaning of more than 100 hostel rooms
- ii. Ensure proper working of fire equipments, safety and proper maintenance of lift or other equipments
- iii. Set procedure for maintenance of all equipments in the rooms, daily cleaning
- iv. Ensure hygiene of food items and Management of Mess/ Canteen of 300 people.
- v. Ensure correctness of check in and check out of the occupants.
- vi. Set procedure for non-occurrence of room facilities and utilities Residential
- vii. Managing issues related to maintenance and running of hostel, residential buildings and retreat
- viii. Managing Hostel Accommodation for Probationary Officers and the trainees and their food / tea / high tea as per requirement.
- ix. Logistics supports to Probationary Officers.

- x. Allotment of residential accommodation to the employees of IICA/Ministry.
- xi. Upkeep and maintenance of the areas including day-to-day general wear and tear.
- xii. Addressing grievances of residents with regard to day-to-day maintenance

Purchases/Tendering/disposal of goods

- i. Purchases of stationery, office equipment's, sports items, etc. under the norms of GFR, GEM and E-procurement.
- ii. Tendering of services as per government norms.
- iii. Vendor Development & Management.
- iv. Examination and verification of Bills of Contractors ensuring statutory compliances
- v. Disposal of goods under GFR / e-waste management and prevailing laws
- vi. Preparation of proposals or examination thereof.
- vii. Ensure economization of utility and electricity consumptions Academic/Programmes
- i. Responsible for making arrangements for training programmes/ workshops/ training within the Campus or outside Campus wherever required and related logistics arrangements.
- ii. Management of classrooms, its facilities and equipments during training days or none training days.
- iii. Coordination with Schools and Centres for academic & class room requirement.
- iv. Coordination with seminars, conferences and workshops at IICA, Manesar.

Others

- i. Overall supervision for the Estate
- ii. Managing and attending Health and Safety Meetings
- iii. Health and Safety at Work Act and the School's Health and Safety Policy
- iv. Liaising with the local authorities
- v. Maintenance of assets register.
- vi. Transport Services
- vii. Any other tasks as given from time to time
- viii. Co-ordination with Ministry of Corporate Affairs or its subordinate offices/organizations
- ix. Co-ordination with all Schools/Centres/Departments
- x. Familiarity with local laws of Haryana

9. Executive Assistant- DG&CEO Secretariat

Essential Qualification:

(i) Graduate with 15 years' experience working in relevant field in Public/private/Govt. Sector.

Essential Experience:

(ii) Ability to take dictation at the speed 120/ w.p.m in English with excellent skills in handling of computers, having command over written/communicative English.

(iii) Should possess experience of working with officials at DG Level (equivalent to JS/ AS level, GoI) or one level below.

(iv) Person should possess strong networking skills.

(v) Should possess strong writing skills.

10. Consultant- IT (Audio Visual)

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:

- i. 5+ years of experience in the field of Audio Visual systems/equipments management, maintenance, troubleshooting etc.
- ii. Experience of having worked in Academic/Training Institutes in similar capacity and role (Will be preferred)

Job Roles & Responsibilities

Primary

- i. Set up, operate, maintain and repair equipment used to enhance live events, such as microphones, video recorders, projectors, lighting and sound mixing equipment.
- ii. Record meetings and presentations with video cameras, operate spotlights, adjust amplifiers, coordinate graphics used in displays and provide technical support for teleconferences, webinars and distance-learning classes.
- iii. Edit, copy and store videotapes and DVDs, track inventory of equipment and order supplies.
- iv. Transport, assemble, maintain and repair equipment used in multimedia production. Knowledge of camera and lighting techniques is essential, and familiarity with editing equipment and software may be required.
- v. Set Up Audiovisual Equipment: Set up and install media equipment such as LCD projectors, speakers, TVs, video monitors, and cameras. Also set up additional support AV tools like equipment racks. Complete electrical wiring, programming, and basic construction.
- vi. Conduct Quality Control Analysis: Skillfully run video, audio, and signal testing. Ensure all connected systems operate at peak performance. When issues arise, they troubleshoot and adjust the AV system as required. AV technicians use objective analysis to spot issues and eliminate them before an event.

- vii. Operate and Troubleshoot Sound and Video: Execute a flawless event from a media standpoint.
- viii. AV Equipment Repair: Performing electronic repair, installation, and maintenance. They learn how to understand Ohm's law and use meters to measure signal output. Repair LCD, plasma, and DLP TV screens and projectors.
- ix. Clean and maintain equipment and are tasked with reporting damages to their AV manager.
- x. Install and maintain audio visual equipment including display devices, projectors, televisions, camera systems, video teleconferencing systems (VTC), microphones and speakers.
- xi. Perform equipment storage and transportation activities in safe and secure manner.
- xii. Perform inventory management of equipment, wirings, and accessories to avoid any shortages.
- xiii. Setup and operate audio visual equipment for trainings, presentations, meetings and conferences.
- xiv. Perform equipment additions, removals, repairs, replacements and inspections.
- xv. Identify and resolve equipment malfunctions
- xvi. Assemble and disassemble audio visual equipment as needed.
- xvii. Test equipment to ensure they are in good and safe working conditions.
- xviii. Prioritize and complete work orders accurately and timely.
- xix. Maintain the work room and store room clean, safe and organized.
- xx. Generate expense reports including labor and material costs for management.

Additional

- i. Audio and video equipment (cable boxes, AV receivers, media players, microphones, power speakers, mixers)
- ii. IP network equipment (Ethernet and AVB cables)
- iii. Computer systems (macOS and PC operating systems)

Duty/Work Area

- | |
|---|
| <ul style="list-style-type: none"> • Training Rooms & Classrooms. Responsible for managing, monitoring and supervising of all technical aspects of training rooms and classrooms including maintenance, upkeep, support, audit, operation and upgrade of all technical components installed in them. • Auditorium. Responsible for managing all technical components of the auditorium including maintenance, upkeep, upgrade, support, audit, troubleshoot, operation and usage. • Audio & Visual Infrastructure. Responsible for managing all technical components of the entire AV infrastructure including maintenance, upkeep, upgrade, support, audit, troubleshoot, operation and usage. • Event Technical Support. Responsible for providing and arranging for support for all technical aspects of any event organized by IICA including seminars, webinars, workshops, round tables, sessions, discussions , trainings etc. |
|---|

- Virtual Classrooms. Responsible for arranging and providing for support for all aspects of Virtual Classrooms including their installation, use, training and any associated component. Also, responsible for organizing regular in house trainings for IICAs internal staffs on virtual classroom platforms and products like Blackboard etc.
- Learning Management System

11. 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.

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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.

12. Chief Executive- Operations and Management for Central Marketing Unit

Essential Educational Qualification:

- Masters degree/PG Diploma (2 years full time) in Marketing/ Business Administration from a reputed Institutions.

Essential Work Experience:

Minimum 5 years of experience in the following areas-

Brief Job Description

- To oversee operations of different departments like Maintenance, Housekeeping, caterers and work collaboratively with all departments to make sure operations are running smoothly in tandem with one another.
- To stay within campus 24x7
- Overseeing and developing marketing campaigns
- Conducting research and analysing data to identify and define audiences
- Devising and presenting ideas and strategies
- Promotional activities
- Compiling and distributing financial and statistical information
- Organising events and product exhibitions
- Coordinating internal marketing and an organisation's culture
- Managing campaigns on social media.
- Good communication skills, both written and verbal
- A creative approach to new campaigns
- Good negotiating and interpersonal skills
- Strong organisational skills
- A high standard of computer literacy
- Other roles of similar nature assigned by the Senior Officers.

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, 27.03.2019 (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

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