

**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. **An online Interview is being conducted on every Wednesday.**

2. Interested and eligible candidates can forward their CVs at gauri.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.	Consultant- Media and Communication (One)	National CSR Awards Sectt.	Contractual	40,000- 50,000
3.	Research Associate (One)	Centre for E2E in CSR	Contractual	30,000- 40,000 **
4.	Chief Program Executive (One)	Graduate Insolvency Program	Contractual	60,000- 80,000
5.	Intern (One)	Forum Of Indian Regulators (FOIR)- for a project titled - "THE RESPONSE OF INDIAN REGULATORS TO THE COVID- 19 PANDEMIC"	Duration is for 03 Months	Honorary / Unpaid
6.	Consultant (One)	Library	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. 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.

3. 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.**

4. Chief Program Executive- GIP Sectt.

Eligibility

- Candidate should be a Graduate preferably with experience of working in educational institution, think tanks etc.

Experience

- Should have minimum of 5 years of experience.

Prior experience of curriculum design, programme management is desirable.

-Computer literate and experience in database navigation and should be well conversant with MS Office applications.

Key job responsibilities:

-Chief Programme Executive/Programme manager will work under the overall supervision of the Head CIB for smooth functioning of the programme.

The primary head of responsibilities include: -

-Facilitating lectures, workshops and seminar in relation to GIP.

-Obtaining government approvals / sanctions for various approvals.

-Preparing budgets and annual reports including audit reports.

-Issue of administrative orders/instructions where required by the Secretariat.

-Overall supervision of welfare and discipline.

-Handling of training grant for procurement and distribution of stores, honorarium and other related expenditures.

-Keeping a master ledger to keep proper records of all documents and file.

-Perform any duties assigned from time to time by the Head (CIB). General Coordination

-All admin arrangements including security clearances for field tours, issue of movement orders and drawl of TA/DA advances, mess coordination, programme coordination.

-Allocation of office and residential accommodation for staff and course members.

-Arrangements of training related internal functions and events, including visit from foreign delegates.

-Oversight and supervision of functioning of the GIP secretariat -Coordination issue of weekly time table. -Supervising of administrative responsibilities such as arrangements of visiting faculties and their required logistic support, IT facility for the programme -Updation of social media pages

-Liaise with the Knowledge Resource Centre for any documents/ paper / magazine/ newspaper/gifts to be preserved pertaining to its historical value.

-Any other task assigned by Head CIB.

Skills:

-Excellent communication skills

- Strong networking skills
- Mature attitude with a capability to discuss business issues Good leadership skills.
- Confident and self-motivated
- Friendly personality and team player
- Good attention to detail Ability to write detailed follow-up notes for business reporting Experience of marking educational courses.

5. Intern- Forum of Indian Regulators for a project titled-"*THE RESPONSE OF INDIAN REGULATORS TO THE COVID-19 PANDEMIC*"

1. Law students in their 4/5th year of the undergraduate course (5 year Law) or 3rd year students year of the graduate course (3 years Law course)
2. The applicant must possess a strong command of the English language.
3. The applicant must have research and analysis skills. Preference shall be given to the students having past research experiences.
4. Awareness about contemporary laws and policies, and a general grasp on current affairs will be valuable. Preferable pertaining to the regulatory sector in India.

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 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: (ifany)

(ii)Residential Address-

(iii) Telephone No. (Off.) ResidenceMobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate