

**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: 06.08.2020

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

S.no.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) Per hour	Status
1.	Gig Consultant/ Freelancer- Social Media (One)	All Schools/ Centres/ Division	Freelance basis	300/- Per hour	Open

JOB DESCRIPTION

Gig Consultant/ Freelancer- Social Media

Qualification:

- Graduate in Communications/Business Management/Marketing/ Public Relations/ Social Work. Preference will be given to candidates having Masters/professional qualification in the field of Communications;
- 3 to 5 years work experience in applying Social Media Strategies and should have thorough knowledge of working mechanisms of Social Networking sites (Facebook, LinkedIn, Twitter, Youtube)
- Should be a Social Media expert – video editing, designing social media posts etc.;
- 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.

Role/Duties:

- Developing creative for social media posts, increasing social media presence, video editing and insertion of captions;
- Developing and corrections in web pages / portals – coordination with internal / external teams;
- Continually work on the Search Engine Optimization (SEO) of the website(s). Monitor SEO and user engagement and do content optimization on regular basis, fix any errors or bugs in online content;
- Create online banner adverts. Edit and post videos, podcasts and audio content to online sites;
- Email marketing/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.;
- Events Management – planning and organizing conferences, workshops, exhibitions, etc.;
- Assisting the National CSR Awards Secretariat in routine tasks; and
- Any other work assigned by senior officers

Skills Required:

1. Should possess excellent digital acumen
2. Good communication skills to create messages that will engage an organization's target audience.
3. Should also have strong project management abilities in order to oversee multiple social media campaigns.
4. Creative and Innovative approach.

Other Terms and Conditions:

1. The Gig Consultant/ Freelancer would be paid Rs. 300 per hour.
2. Minimum time to devote every week – 20 hours.
3. The Gig Consultant/ Freelancer would be required to fill in the Daily work Report, which shall be further evaluated/approved by the faculty, concerned before payment is made

Annexure-II

A. Format of application for various positions on Contract basis in IICA.

(Applicants should submit only one application)

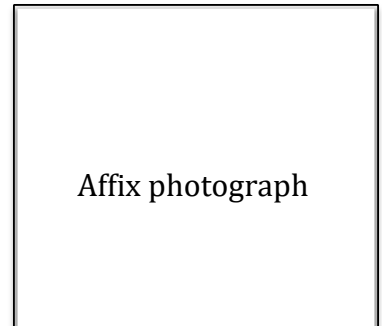
1. Sl. No. and name of the Position applied for:

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