

**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](http://www.iica.nic.in).

2. Interested and eligible candidates can forward their CVs at [hr@iica.in](mailto:hr@iica.in) / [gauri.raina@iica.in](mailto: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 last date to accept applications will be **2<sup>nd</sup> May, 2022 till 6 PM.**
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:-

| <b>S.No.</b> | <b>Name of the position</b>   | <b>Field/Vertical</b>  | <b>Category</b> | <b>Monthly Consolidated fee (Rs.) P.M.</b> |
|--------------|---|--|-----------------|--|
| 1.           | Research Associate<br>(One)   | Investor Education & Protection Fund Sectt.  | Contractual     | 50,000                                     |
| 2.           | Consultant-<br>Admn. & Finance<br>(One)   | National CSR Awards  | Contractual     | 40,000                                     |
| 3.           | Senior Research Associate<br>(SRA)- Partnership and<br>Promotion<br>(One)         | Centre for Independent<br>Director, School of<br>Corporate Governance &<br>Public Policy | Contractual     | 75,000                                     |
| 4.           | Chief Programme<br>Executive/SRA-<br>Knowledge Resource &<br>Newsletter.<br>(One) | Centre for Independent<br>Director, School of<br>Corporate Governance &<br>Public Policy | Contractual     | 75,000                                     |
| 5.           | Sr. Consultant- Accounts<br>(One)   | Finance Division   | Contractual     | 50,000                                     |
| 6.           | Consultant- Library<br>(One)  | Knowledge Resource<br>Centre/ Library  | Contractual     | 30,000                                     |
| 7.           | Sr. Consultant/ Course<br>Coordinator<br>(One)                                    | School of Finance  | Contractual     | 60,000                                     |
| 8.           | Consultant- IT Resident<br>Engineer<br>(One)                                      | IT   | Contractual     | 25,000                                     |
| 9.           | Consultant<br>(One)   | Accounts   | Contractual     | 30,000                                     |

## **JOB DESCRIPTION**

### **1. Research Associate/PhD Scholar- IEPF Research Chair**

#### **A. Essential Qualification:**

Master's degree in Finance, Economics, Management (preference for candidate with aptitude for using statistical tools and statistical programming)

#### **B. Desirable Qualification:**

- Ph.D/M.Phil/UGC NET qualification.
- Publication / presentation of research papers in refereed international & national journals / conferences.
- Post Graduate Diploma/ Program/ Certificate Course in financial literacy and areas connected to investor education and building awareness of investor and similar activities connected to financial literacy.

#### **C. Experience**

- i. At least 2 years' work/research experience in related field (Prior experience in activities specific to items given in the "Responsibilities" stated below is desirable)
- ii. Demonstrated proficiency in computer based statistical tools and applications (Prior experience or training in data science/ statistics is preferred)
- iii. Excellent verbal, written English communication skills with documentation abilities.
- iv. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks is an asset.

#### **D. Responsibilities**

To support and assist the Chair Professor in the following activities-

- A. Conducting Research (doctrinal/empirical), survey, etc. on contemporary issues related to investor education and protection like:
  - i. Evidence basis for targeting efforts and designing approaches.
  - ii. Evaluation and measurement of investor awareness programs
  - iii. Identifying needs and priorities specific to local culture and demographics.
  - iv. Identifying reasons for popularity of investment schemes such as Ponzi Schemes, collective investment schemes etc.
  - v. Identifying disaggregated interventions that would improve decision making an investment at family/individual level across different social-economic classes.
  - vi. Conducting longitudinal surveys to get a better grasp of investor's behavior and attitudes over long term etc.
  - vii. Any other area of financial education/inclusion and investor protection
- B. Identifying and disseminating global best practices in the area.
- C. Developing knowledge products, booklets, case studies, etc. related to investor/financial education and investor protection
- D. Publishing in the form of books, monographs etc. to meet the existing knowledge gap and the result of the studies conducted by the chair.

- E. Organizing workshops/conferences/seminars/webinars/summer schools, etc. on issues related to investor/financial education and investor protection
- F. Collaborating with reputed institutes (national and international) for knowledge exchange.

The candidate must have extremely high standards in terms of quality of work, attention to detail, and absolute commitment to timely completion of the task.

## 2. **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.

## 3. **Senior Research Associate (SRA)- (Partnerships and Promotion)**

### **Qualification:**

Master's in Marketing/Communication /Management/Commerce/Economics/Finance or other related areas.

### **Desirable Qualification:**

Degree/Diploma/Certification in marketing/digital marketing / brand management etc.

### **Experience:**

Total 3 Years of Working Experience in the areas mentioned in "deliverables"

**Skills:**

1. Knowledge of Institutions working in the field of Corporate Governance / Independent Directors in India / Abroad
2. Abilities to Initiate/leverage/forge Institutional Partnerships
3. Building partnership network with best in class educational, advocacy, research institutions and think tanks for pursuing objectives of the databank.
4. Excellent Written and Verbal Communication
5. Expertise in dealing with National and Global Institutions / chambers of commerce / PSUs / Private Sector Companies.
6. Skills of executing the partnership network with a business model for conceiving collaborative programs and generating revenue.
7. Experience of conducting seminars, training programs, workshops, conferences and other collaborative profit sharing activities by creating thought leadership.
8. Experience in Digital Marketing and Brand Building.

**Key Deliverables:**

1. Identification of Key National Partners for increasing Network Size
2. Identification of Key Global Partners for increasing Network Size.
3. Coordination on scope of work with New Partners
4. Co-ordination on Deliverables relating to the scope of work with existing Partners.
5. Developing Action Roadmap for Workshops, Seminars, and Face to face training programs in accordance with the Partner Scope.
6. Promotion of the Independent Directors Databank to increase the registrations of Individuals and corporate users
7. All possible marketing efforts, based on marketing strategy to place the databank at a higher level by enhancing the visibility, traffic, usage and registrations.
8. Persuading the Companies for registration and also for selecting the profiles for their placement as IDs on boards.

**Note:** Candidates with relevant work experience but having less qualification or work experience may be considered at a lower salary.

**4. CPE/SRA - (Knowledge Resource & Newsletter)****Qualification:**

CA/CS/CMA/CFA/Master's in Management/Commerce/Economics/Finance/B.Com

**Desired Qualification:**

PhD in the relevant discipline

**Essential Experience:**

Minimum 3 years of experience in the following-

1. Ability to search websites and other Search Engines to comprehend Regulatory Framework for creating knowledge material for enhancing good corporate governance practices
2. Sounding understanding towards the framework and practice of corporate governance and roles of Independent Directors
3. Should be proficient in writing reports and news briefs

4. Ability to develop knowledge modules on related subjects and conducting research studies
5. Should possess sound abilities of written and oral communication skills.

**Key Deliverables:**

1. Producing knowledge resources for Directors/Independent Directors/Boards
2. Developing case studies on Corporate Governance success stories/lapses and other contemporary & emerging issues.
3. Identifying best practices of the boards/Independent Directors for developing knowledge resources/case studies/eLearning modules/online test question bank.
4. Identify the relevant topics & to develop the content for eLearning Modules for ID Databank.
5. To initiate research & scan the developments on Regulations/Practices related to Corporate Governance for developing monthly e-Newsletter.
6. To perform on other matters relating to the profile as maybe deemed fit.

***Note:** Candidates with relevant work experience but having less qualification or work experience may be considered at a lower salary.*

**5. Sr. Consultant- Accounts**

**Essential:-**

**Essential Educational qualification:**

CA PCC qualified or CA qualified or equivalent.

**Work Experience:**

Five years of experience in books finalization, stat and internal audit, MIS, GST Returns, TDS Returns, preparing various reconciliations including 26 AS, BRS, expert knowledge in Tally ERP 9 etc. Knowledge of Accounting Standards and other related laws is essential.

**Desirable:**

Experience of overall management of Books of Accounts at managerial/ supervisory level. The Selection Committee may relax any of the conditions for deserving candidates.

**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 ).

**7. Sr. Consultant/ Course Coordinator- School of Finance**

**Essential Qualification:**

1. Post-Graduate in Commerce, Finance, Economics, Business Administration or related field.
2. CA, CS and CMA are also eligible.

**Essential Experience:**

1. Minimum Experience of 5 years
2. Prior Experience of Course Administration (preferably online) is mandatory.

**Desirable Experience:**

1. Online Learning Management System (LMS), preferably Blackboard
2. Understanding of Finance and contemporary issues related to it.
3. Ability to prepare government files, approvals, understanding of GFR and related government rules.
4. Sound digital knowledge - MS Office, emails, social media management
5. Design and business development / marketing of training programs, courses and other knowledge/learning products.

**Key Job Responsibilities:**

1. Facilitating lectures, workshops and seminars related to courses, programs of school
2. Obtaining internal approvals / sanctions for various programs/activities
3. Preparing budgets and maintaining financial records of the courses / programs
4. Prepare course/program/activity reports
5. Coordination with faculty and participants for smooth execution
6. Handling online courses and programs on Learning Management System
7. Obtaining feedback and incorporating suggestions in consultation with course director
8. Business development, marketing of courses and programs
9. Keeping all school related records of documents, files and financials
10. Admin arrangements including, but not limited to, clearances for field tours, mess coordination, allocation of hotel rooms and classroom for programs, drawl of TA / DA advances, standees, backdrops, kits, IT support etc.
11. Updation of social media pages
12. Liaise with other schools/centers for coordination
13. Any other duties assigned by the Head of School of Finance.

The candidate must have extremely high standards in terms of quality of work, attention to detail and absolute commitment to timely completion of the task

**8. Consultant (IT Resident Engineer)**

**Facility:**

Residence facility will be provided and food facility as per actual.

Duty Timing: 6pm to 10 pm and in the morning 6am to 10 a.m., Six days working (One day off on working days, not on Sundays/ Holidays)(Extra duties on Holidays will be taken care according to the competent authorities).

**Key skills:**

Networking, Hardware Troubleshooting, Windows Operating Systems, Hardware Engineering.

**Academic Qualification:**

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/Computer Engineering/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.**

**Certification:**

MCSE/MCSA/MCP or similar popular global OEM certifications in computer hardware.

**Job Roles & Responsibilities-**

**Primary**

- i. Maintaining all the hardware systems (Desktop Computer, Laptop Computer, Notebook, UPS etc.) and hardware peripherals in the institute, including all associated and related troubleshooting and debugging.
- ii. Maintaining and looking after all aspects of the passive component/part of the LAN & WAN (both Data & Voice) of the institute, including cable deployment, patching, crimping, relaying, port mapping and linking
- iii. Looking after all aspects of TV Sets (LCD/LED/Plasma) including their mounting, fixing, installation, configuration, maintenance, service and local troubleshooting. This shall include coordinating and liaising with the concerned OEM(s) in respect of the TV sets under warranty for repair and service, coordinating and liaising with the concerned authorized vendors in respect of repair and service of TV sets not under warranty and coordinating and liaising with the concerned DTH Service provider (Tata Sky/Dish TV/Airtel TV etc.) for all aspects of DTH management as and when required.



- iv. Liaison and coordinate with the authorized OEM/vendors of all types of hardware/systems and peripherals installed in the institute as and when required. Coordination with vendors for installations / up gradation of new hardware. Call logging with vendors and follow up till final resolution.
- v. Assigning asset identification numbers to all items of hardware. Creating database of all software resources with details like location, license, version. Updating database regarding all new installations, movement within or out of the campus, configuration changes etc. Maintain database of third party vendors for items which are under warranty.
- vi. Attend to day to day support issues related to all aspects of hardware systems including their trouble shooting, repair and replacement. Providing on call support, including procedural documentation and relevant reports. Provide technical support to program trainees/participants in trainee accommodations (Hostel & 1 BHK Flats) and Retreat (Guest House). Respond within agreed time limits to call-outs.
- vii. Creation, management and handling of all user accounts and profiles on the local domain of IICA.

**Additional :**

- i. Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications.
- ii. Specify power supply requirements and configuration, drawing on system performance expectations and design specifications.
- iii. Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, analyzing and recording test data.

\*\*The scope of Hardware devices/systems/equipments as aforementioned, shall include but not be limited to all and any of the following listed devices and any other related and associated devices and systems --- Desktops, Laptops, Notebooks, Net books, Copiers, Fax Machines, Slide Changers, Projectors, Projector Screens, Speaker Sets, Web Cams, Digital Cameras, Handy Cams, Video Conferencing Equipments & Units, Printers, IP Phones, Landline Phones, Mobile Data Cards, USB Flash Drives, External HDD, Television Sets and associated equipment, DTH Connections, Set Top Boxes, Memory Cards, Microphones, Headsets etc.)

**9. Consultant- Accounts**

**Essential:-**

BCOM/ BBA/ MCOM/ MBA from any recognized University and post qualification experience of two years.

**Desirable :-**

1. Knowledge of Tally/ SAP or any other ERP system, well versed with MS Excel and MS word.

### **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.) Residence .....Mobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate