

**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). **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 position shall remain open until any suitable candidate is selected.

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.	Status
1.	Consultant (One)	Library	Contractual	30,000-40,000	Open
2.	Fellow (One)	Forum of Indian Regulators (FOIR)	Contractual	50,000	Open
3.	Executive Assistant (One)	Director General's Office	Contractual	30,000-50,000	Open
4.	Research Associate- I (One)	Corporate Data Management Project- Project Based	Contractual only for 6 months	15,000	Open
5.	Research Associate-II (One)	Corporate Data Management Project - Project Based	Contractual only for 6 months	15,000	Open
6.	Research Associate/ PhD Scholars (One)	Investor Education & Protection Fund Secretariat	Contractual	50,000-70,000	Open

## **JOB DESCRIPTION**

### **1. CONSULTANT (LIBRARY)**

#### **Qualification:**

- Graduate/ Post Graduate along with B. Lib/ M.Lib or equivalent course.
- Sound knowledge of computer skills, Open Source Software, Library Management Software.

#### **Experience:**

- Should have experience of 2-4 years' experience in organizing Library activities in any academic Institution.

#### **Desirable:**

- Good Communication Skills

### **2. FELLOW- FOIR**

#### **Qualification:**

Bachelor of Law (LLB)/ Master of Business Management / LLM/ other relevant field.

#### **Experience**

Minimum 2 years of work experience in project management/ research in relevant areas preferably in the area of functioning of regulators.

**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:**

1. Helping in day to day administration of the FOIR Centre at IICA.
2. Work pertaining to course curriculum development of training modules.
3. Delivering lectures in the concerned specialized subjects
4. Assist in course designing for training programs and academic programs.
5. Assist in conducting examination, prepare question papers and evaluation.
6. All work relating to the academic and non academic activities in FOIR
7. Administrative and financial compliances
8. Planning and implementation of various activities (on site and off site) of FOIR
9. Managing tenders and handling vendors
10. Liaison with all stakeholders at FOIR, CERC and IICA
11. 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

**3. Executive Assistant to DG&CEO**

**Essential Qualification:**

Graduate in any discipline with minimum 5 years' experience working with Top Management in Public/private/Govt. Sector

**OR**

Must have passed the 10+2 with Diploma in Secretarial Practice with minimum 5 years' experience working with Top Management in Public/private/Govt. Sector

**Essential Experience:**

- i. Ability to take dictation in English with excellent skills in handling of computers, having command over written/communicative English.
- ii. Should possess experience of working with top management only.
- iii. Person should possess strong interpersonal skills.
- iv. Should possess excellent drafting skills, prepare minutes of meetings, correspondence, etc..
- v. Should have experience to manage heavy calendar of reporting officer.

- vi. The candidate should be go getter to able to manage heavy work pressure
- vii. Knowledge of shorthand would be an added advantage.

#### **4. Research Associate-I- CDM Project**

**Educational Qualification:**

Specialization in Economics/ Finance/ Statistics

**Experience:**

Prior Research experience

**Activities:**

Data Mining, Survey of literature and documentation

#### **5. Research Associate-II- CDM Project**

**Educational Qualification:**

LLB (complete/Pursuing)

**Experience:**

Prior Research experience

**Activities:**

Data Collection, Survey of literature and documentation

#### **6. 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.

**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:

Affix photograph
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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