

**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

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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. **A walk in Interview is being conducted on 13.11.2019, 20.11,2019 & 27.11.2019. The reporting time is between 10.30 AM to 11 AM.**

2. Eligible and interested candidates should **bring 4 copies of CVs and application form (Annexure II)** on the day of the interview. Photocopying of any kind of document shall not be entertained inside the campus.
3. Interested and eligible candidates can forward their CVs at [gauri.iica@gmail.com/ hr@iica.in](mailto:gauri.iica@gmail.com/hr@iica.in).
4. One candidate can apply for one position at a time. Those who have appeared earlier need not apply.

Sd/-

(Manager (HR) and CAO, IICA)

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:-

S.no.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) P.M.	Status
1.	Senior Consultant	Administration	Contractual	60,000-75,000	Open
2.	Sr. Consultant (One)	Indian Corporate Law Service Academy (ICLS)	Contractual	50,000	Open
3.	Consultant (One)	Indian Corporate Law Service Academy (ICLS)	Contractual	30,000	Open
4.	Sr. Consultant (One)	National CSR Awards	Contractual	60,000	Open
5.	Technical Assistant (One)	National CSR Awards	Contractual	20,000-22,000	Open
6.	Consultant (One)	CSR	Contractual	40,000-50,000	Open

JOB DESCRIPTIONS OF VARIOUS POSITIONS

1. SENIOR CONSULTANT- ADMINISTRATION

Educational Qualification & Work Experience:

Graduate in any discipline with at least 8 years of experience of managing administrative matters. Work experience in Government Department/organization/Academic Institutions would be preferred.

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

- i. Managing issues related to maintenance and running of hostel, residential buildings and retreat
- ii. Managing Hostel Accommodation for Probationary Officers and the trainees and their food / tea / high tea as per requirement.
- iii. Logistics supports to Probationary Officers.
- iv. Allotment of residential accommodation to the employees of IICA/Ministry.
- v. Upkeep and maintenance of the areas including day-to-day general wear and tear.
- vi. 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

2. SENIOR CONSULTANT- INDIAN CORPORATE LAW SERVICE ACADEMY

Essential Qualification:

A person having academic knowledge in the field of Corporate law/ Accounting with work experience of 3 years or more. Must be CA/CS Qualified

Essential Experience

Minimum work experience of 3 years.

Job Responsibility:

The senior consultant shall work under Joint Director and Deputy Directors of the academy as assisting them in the following tasks:

1. To advise the academy in the areas of the course curriculum development and training modules.
2. Helping the academy in day-to-day administrations.
3. Delivering lectures in the concerned subject in which he/she is having specialization to train participants.
4. Assist in course designing for training programmes conducted by ICLS Academy.

5. Assist in conducting Examinations, prepare question papers and evaluation.

6. Coordination with other Nation Academies and Education Institutions.

3. CONSULTANT- INDIAN CORPORATE LAW SERVICE ACADEMY

Essential Qualification:

CA/CS Qualified with a minimum of 2 years of Work Experience.

Essential Experience

Minimum work experience of 2 years.

Job Responsibility

The consultant (Research Associate) shall work under Joint Director and Deputy Directors of the academy as assisting them in the following tasks:

1. Value addition in the training modules by giving inputs based on national/ international practices in the field of corporate law.
2. Study and prepare reports on various developments (amendments) in the area of corporate law by including various case laws.
3. To prepare study and course material for participants of the training and having adequate knowledge to deliver lectures.
4. To assist Academy in design and planning of International Attachments and Engagements of Faculties for training programmes.

5. SENIOR CONSULTANT –CSR Awards

Qualification:

Master of Business Management/ HRM/Social Work/ CSR/ Social Sciences failing which Graduate in any discipline with Post Graduate Diploma/ Program in aforementioned disciplines.

Experience:

Minimum of 3 years of work experience in project management/ award administration

Skill Set:

- Corporate Social responsibility under Companies Act2013
- Research methodology
- Writing Skills

Activities:

- Coordination with Expert Committee AND Jury for shortlisting, field verification and final selection.

Key Tasks:

- Substantive support during the award cycle.

6. TECHNICAL ASSISTANT- National CSR Awards

Qualification:

Master of Business Management/ HRM/ Social Work/CSR/ Social Sciences failing which Graduate in any discipline.

Experience

For Post Graduates, minimum one year (one) of work experience and for Graduates, minimum three years (03) of experience in Project management/ award administration/ organising meeting/ travel and ticketing etc.

Skill Set:

- Organising skills
- Communication skills
- Implementation skills

Activities:

- Telephonic follow up with nominating agencies
- Organize travel of Expert committee and Jury
- Organize meetings of Jury and Steering Committee
- Telephonic follow up with companies for timely submissions

Tasks:

Logistics Support

7. Consultant- CSR**Qualification:**

- Postgraduate degree/Masters degree in Economics with statistics or Development Studies or Social Work from a recognized UGC University.
- Inclination towards research in CSR
- Can effectively pull out reliable data from different sources and do the analysis
- Conduct secondary research from research papers, newspapers, journals and reliable websites and other ways.

Experience:

- 1-3 years of professional **experience in social sector with proven skills in data analysis, research and report writing**
- Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools
- Professional experience in writing and publishing technical reports, documentation
- Proven experience in interpreting CSR data.

Skill Set

- Prior **experience of CSR data in writing** and producing reports, research papers or briefs is desirable; and
- Excellent written English communication skills with documentation abilities

- Provide project/programme coordination support including communications filed visits and data collection and analysis processes

Key Tasks

- Should be able to conduct background research related to corporate social responsibility
- Pull out data from secondary sources, journals.
- Conducts **research, utilizing field survey data collections**, and other sources of information, to collect, record, analyze, and evaluate data/facts.
- Develop concept note and proposals for CSR action research projects
- Develop an efficient CSR program monitoring and evaluation framework to assess progress, strengths and areas of improvement.
- Development of training modules and PPTs in the area of CSR
- Organising Capacity Building Programmes with focus on Strategizing CSR for relevant stakeholders

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 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. 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. 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)

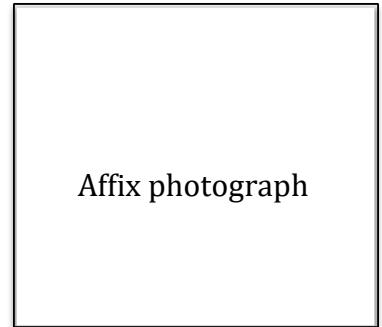
1. Sl. No. and name of the Position applied for:

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: (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

