

**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  
OFCORPORATE 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 and conditions etc. can be downloaded from the website: [www.iica.nic.in](http://www.iica.nic.in). **A walk in Interview is being conducted on 24.07.2019. The reporting time is between 10 AM to 11 AM.**

2. Eligible and interested candidates should **bring 4 copies of CVs** on the day of the interview. Photocopying of any kind of document shall not be entertained inside the campus.

3. One candidate can apply for one position at a time.

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:-

<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.	Project Head (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	1L – 1.5 L
2.	Technical Team Leader (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	75000
3.	Senior Research Associate (One)	Business and Human Rights	Contractual	75,000
4.	Principle Research Analyst (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	75,000
5.	Sr. Consultant (One)	Indian Corporate Law Service Academy (ICLS)	Contractual	50,000
6.	Senior Research Associate  (Knowledge Resource & News Letter) (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	50,800
7.	Office Administrator (One)	Indian Corporate Law Service Academy (ICLS)	Contractual	30,000
8.	Programme Manager (One)	National CSR Awards	Contractual	80,000-1,10,000
9.	Sr. Consultant – CSR (One)	National CSR Awards	Contractual	50,000-60,000
10.	Consultant- Admin & Finance  (One)	National CSR Awards	Contractual	30,000-40,000
11.	Consultant (One)	National CSR Awards	Contractual	30,000-40,000
12.	Technical Assistant (One)	National CSR Awards	Contractual	20,000-22,000
13.	Fellow (One)	Forum of Indian Regulators (FOIR Centre)	Contractual	50,000
14.	Research Associate (One)	Forum of Indian Regulators (FOIR Centre)	Contractual	30,000
15.	Technical Assistant (One)	Forum of Indian Regulators (FOIR Centre)	Contractual	25,000-30,000

16.	Senior Research Associate- (Online Assessment) (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	50,800
17.	Consultant (One)	Library	Contractual	30,000-40,000

### **JOB DESCRIPTIONS OF VARIOUS POSITIONS**

#### **1. PROJECT HEAD- PIU- Independent Director Portal**

##### **Qualification:**

- Masters in Management /Corporate Law / Finance with minimum 55% marks.
- A qualification of CS / CA /CIMA would be an added advantage.

##### **Experience:**

Minimum 7 years' experience of working with a think tank, consulting /advisory / Academic / Research Institution. Experience of working on a similar project would be added Advantage.

##### **Desirable:**

Ph.D qualification

##### **Skill Set**

- Knowledge of CA 2013, SEBI Provisions & Secretarial Standards
- Handbook Development & Report
- Writing Skills
- Leadership and oversight skills
- Team Player

##### **Activities**

- Development of Standard Operating Guidelines Handbook (Directors)
- Development of Standard Operating Guidelines Handbook (Companies)

### **Key Task**

- Registration of IDs ,
- Companies &
- Databank Access

## **2. TECHNICAL TEAM LEADER- PIU- Independent Director Portal**

### **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 and PMP certification

Or

Graduate in any discipline with MBA in Information Technology with first class from a recognized university and PMP certification

### **Experience**

- Experience of having worked in high value critical web projects with minimum 5 years of continued experience as a IT Projects Manager.
- Experience of having executed/managed minimum 3 critical time bound web based/mobile based applications.
- Expertise in overall monitoring, control& handling of one or multiple software projects.
- Experience of "Planning and Requirement Analysis" of software projects

### **Skills**

- Credible Ability to ensure timely completion of all assigned software projects within set timelines
- Coordinating and guiding the in-house developers, designers, programmers under charge.
- Experience of coordinating with vendor agencies for complete project tracking and progress reviewing.
- Establishing and guiding the overall website's/application's architecture including designing & developing the flow plan.
- Well versed in making Gantt charts indicating detailed timeline and sub timelines for all activities/sub-activities of the projects.

## **3. SENIOR RESEARCH ASSOCIATE- BUSINESS HUMAN RIGHTS**

### **Qualification**

- Degree/Diploma in Business and Human Rights or other relevant discipline from a respected educational institution is required
- Understanding of United Nation Guiding Principles on Business and Human Rights, National Guidelines on Responsible Business Conduct, Business Responsibility Reporting, with experience in interpreting legal provisions on BHR being desirable;
- An ability to organise and deal efficiently with administrative matters;
- Ability and willingness to work collaboratively and collegially

- Candidate would be given preference with advocacy and consultancy background
- Excellent communication skills.

### **Experience**

- Demonstrated interest with an experience of 5-8 years in relevant field of Business and Human Rights
- A high quality scholar in the business and human rights area
- An ability to co-ordinate research activity in this area, with experience in empirical research being an advantage
- Professional experience in writing and publishing technical reports, documentation

### **Skill Set**

- Willingness to interact appropriately with practitioners, companies, and others working in the field of business and human rights
- Business and Human rights due diligence at the corporate, market, product, or site levels that identifies unique company impacts, risks, and opportunities
- Policies and processes for articulating corporate commitments to human rights and integrating human rights into core business functions
- Mature and independent individual who can juggle multiple deadlines with minimal supervision.

### **Key tasks/nature of activities**

- Research, monitor and document business and human rights practices by collecting and analyzing information from a wide variety of sources;
- Desk review of data given by the selected companies, as part of their BRR reporting, including integrated reporting;
- Using statistical analysis to assess the progress on Pillar II of the UNGP (United Nation Guiding Principles)
- Write and publicize reports, briefing papers, letters, news releases, op-eds, and submissions to national or international bodies based on the findings;
- Support the establishment of a monitoring system to track companies progress on NGRBC indicators;
- Provide research support on the business and human rights and contribute to outputs such as thematic reports and assessment reports; Draft issue papers and short policy briefs;

## **4. PRINCIPLE RESEARCH ANALYST- PIU- Independent Director Portal**

### **Qualification:**

Masters in Management /Corporate Law / Finance/ CS / CA/ CIMAwith minimum 55% marks / A Grade

### **Experience:**

- Minimum 5 years' experience of working with a think tank, consulting /advisory /

Academic / Research Institution.

- Experience of E learning Course Modules, Research Reports, Policy Briefs.

### **Skill Set**

- Knowledge of CA 2013, SEBI Provisions & Secretarial Standards
- Understanding of Board Dynamics and functioning of ID
- e learning content development skills
- Abilities to track latest developments on subject
- Research skills for creating impactful courses.

### **Activities**

- Review of Modules
- Up gradation of Basic Courses ( Regulatory Aspects)
- Upgradation of Basic Courses ( Board Aspects)
- Engagement of Industry Experts

## **5. SENIOR CONSULTANT- INDIAN CORPORATE LAW SERVICE ACADEMY**

### **Essential Qualification:**

CA/CS/ICWA/LLB/MBA(Finance) with minimum 6 years of work experience

### **Job Responsibility:**

- i. Advise Academy in the area of course curriculum development of training modules.
- ii. Helping in day to day administration.
- iii. Delivering lectures in the concerned specialized subjects
- iv. Assist in course designing for training programs.
- v. Assist in conducting examination, prepare question papers and evaluation
- vi. Coordination with other National Academy and Education Institutions.

## **6. SENIOR RESEARCH ASSOCIATE-(KNOWLEDGE RESOURCE& NEWS LETTER)**

### **Qualification :**

Masters in Management /Corporate Law / Finance/ CS / CA/ CIMA with minimum 55% marks / A Grade.

### **Experience:**

Minimum 3 years' experience in developing course content, dealing with knowledge resource repository, creating and circulating newsletters.

### **Skill Set**

- Skills of preparing News and policy briefs
- Skills of tracking the developments on subject
- Presentation skills for creating meaningful stories

### **Activities**

- Accumulation / Updation of Resources

- Classification of Resources
- Developing knowledge resource Based Reports
- News Letter Content Development based on Regulatory Updates & Knowledge Resource Based Reports.

**Key Task**

- Knowledge Resource & E Newsletter

**7. OFFICEADMINISTRATOR -INDIAN CORPORATE LAW SERVICE ACADEMY**

**Essential Qualification:**

Graduate

**Job Responsibility:**

- i. To oversee overall function of Establishment Section
- ii. To supervise function of Office Assistants
- iii. To manage office stationary and inventory management
- iv. Logistics arrangements
- To serve as a point person OT related issues like accommodation, Leave etc.

**8. PROGRAMME MANAGER**

**Qualification:**

Master of Business Management/ HRM/ Social Work/ CSR/ Social Sciences with a minimum of 55 % marks.

**Experience:**

Minimum 5 years of work experience in project management/ award administration/ research in relevant areas.

**Desirable:** PhD Degree

**Skill Set:**

- Leadership Skills
- Project Management
- Understanding of Corporate social responsibility scenario in India
- Research and writing skills

**Activities:**

- Planning and implementation of National CSR Awards cycle
- Liasion with all stakeholders in Steering Committee, Jury, Expert Committee, MCA and IICA

**Key Tasks:**

Overall Management of Award Cycle

**9. SENIOR CONSULTANT- CSR**

**Qualification:**

Master of Business Management/ HRM/Social Work/ CSR/ Social Sciences with a minimum of 55 % marks.

**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.

**10. CONSULTANT – ADMIN & FINANCE**

**Qualification:**

Bachelor Degree

**Experience:**

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

**Desirable:**

Prior experience of working in Government will be preferred.

**Skill Set:**

Organising Skills  
Financial management of project  
Prior experience of working in Government

**Activities:**

Organising meetings  
Provide support for managing NCSRA grant  
Managing tenders and handling vendors

**Key Tasks:**

Administrative and Financial support during the award cycle



**11. CONSULTANT**

**Qualification:**

Company Secretary

**Experience:**

Minimum 3 years of work experience in CSR related work/ award administration

**Skill Set:**

Corporate social responsibility under Companies Act 2013  
Legal writing skills  
Coordination skills

**Activities:**

Coordination with Ministry for all Awards related works

**Key Tasks:**

Substantive and coordination support

**12. TECHNICAL ASSISTANT**

**Qualification:**

Master of Business Management/ HRM/ Social Work/CSR/ Social Sciences with a minimum of 55 % marks

**Experience:**

Minimum One year of work 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

**Key Tasks:**

Logistics Support

**13. FELLOW**

**Qualification:**

Bachelor of Law (LLB)/ Master of Business Management with a minimum of 55 % marks

**Experience:**

Minimum 3 years of work experience in project management/ research in relevant areas.

**Skill Set:**

Leadership skills  
Project management  
Understanding of Market Regulation in India  
Research and writing skills

**Activities:**

Administrative and financial compliances  
Planning and implementation of various activities of FOIR  
Managing tenders and handling vendors  
Liasion with all stakeholders at FOIR, CERC and IICA

**Key Tasks:**

Overall management of FOIR Secretariat

**14. RESEARCH ASSOCIATE**

**Qualification:**

Bachelor of Law (LLB)/ Master of Business Management with a minimum of 55 % marks

**Experience:**

Minimum 1 year of work experience research and writing/project management

**Skill Set:**

Organizing skills  
Research and writing skills

**Activities:**

Organizing meetings and training programmes  
Draft newsletters  
Organize webinars

**Key Tasks:**

Substantive and coordination support to FOIR Centre

## **15. TECHNICAL ASSISTANT**

### **Qualification:**

- Bachelor degree with a minimum of 55% marks

### **Experience:**

- Minimum 1 year of work experience in project management/organizing meeting/travel and ticketing etc.

### **Skill Set:**

- Organizing skills
- Communication skills
- Implementation skills
- Prior experience of working in Government

### **Activities:**

- Telephonic follow up with members
- Tour and travel arrangements
- Organize meetings
- Liaison with all stakeholders at FOIR, CERC and IICA

### **Key Tasks:**

- Logistics Support

## **16. SENIOR RESEARCH ASSOCIATE (ONLINE ASSESSMENT)**

### **Qualification:**

Masters in Management /Corporate Law / Finance/ CS / CA/ CIMA with minimum 55% marks / A Grade.

### **Experience:**

Minimum 3 years experience in handling with the online examination and assessment process. Experience of developing question bank with experts /expert agency would be preferred.

### **Skills:**

- skills on developing test engine based on question bank and assessment grading
- matrix
- Psychometric Skills for developing test questions
- Skills on identification of assessment parameters
- Abilities to handle online testing methods

**Activities:**

- Identification of Question Bank Development Agency
- Identification of Test Conducting Agency
- Development of Test Question Bank
- Moderation of Test Question Bank
- Upgradation of Test Question Bank
- Oversight of Conduct of Test
- Development of Standard Operating Guidelines Handbook

**Key Task**

- Assessment Test

**17. 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

**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)*

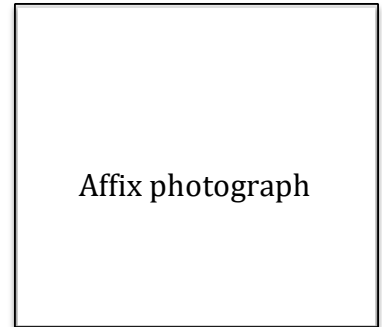
1. Sl. No. and name of the Position applied for:

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		Organisation 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-

(ii) Telephone No. .... (Off.) Residence .....Mobile.....e-mail Id.....

12. Any other relevant information:

Place:

Dated:

Signature of the Candidate