WALK-IN-INTERVIEW FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited for walk-in-interview for various positions in Indian Institute of Corporate Affairs, purely on contractual basis. Candidates are required to report between 10.00 am and 11.00 am on 19th December 2018 at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052. The details of eligibility conditions, remuneration, terms and conditions etc. can be downloaded from the website: www.iica.nic.in.

Sd/-

(Manager (HR) and CAO, IICA)

Note: On every Wednesday Interviews are conducted at IICA for various contractual positions. Detailed advertisement for vacant positions will be uploaded in www.iica.in on every Thursday till further notification.
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:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the position</th>
<th>Field</th>
<th>Category</th>
<th>Monthly Consolidated fee (Rs.) P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chief Programme Executive (One)</td>
<td>Corporate Governance &amp; Public Policy</td>
<td>Contractual</td>
<td>1L to 1.5 L</td>
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<tr>
<td>2.</td>
<td>Chief Programme Executive (One)</td>
<td>Communication and Outreach</td>
<td>Contractual</td>
<td>75,000-1,00,000</td>
</tr>
<tr>
<td>3.</td>
<td>Stenographer</td>
<td>Schools/ Centres</td>
<td>Contractual</td>
<td>25,000</td>
</tr>
<tr>
<td>4.</td>
<td>Program Executive</td>
<td>Advocacy Fulcrum Expert</td>
<td>Contractual</td>
<td>30,800</td>
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<tr>
<td>5.</td>
<td>Technical Assistants (Two)</td>
<td>For Schools/ Centres</td>
<td>Contractual</td>
<td>25,000-30,000</td>
</tr>
</tbody>
</table>

1. **CPE- Corporate Governance & Public Policy**

**ELIGIBILITY**

**Essential Educational Qualification:**

Masters degree in Management, Economics, Public Policy, Finance, Law (full time) or a qualified CA / CS / CMA with First Division (or equivalent grade).

**Desirable Educational Qualification:**

Ph.D/ M.Phil in Corporate Governance would be given preference.

Publication/presentation of research papers in refereed international and national journals/conferences

**Work Experience:**
Minimum 8 years of relevant experience
Demonstrated proficiency in computer based statistical tools and applications
Excellent verbal, written English communication skills with documentation abilities
Prior experience in research and capacity building activities, report writing, content development
Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.
Salary: Rs. 1,00,000 to Rs. 1,50,000 per month based on experience as per the recommendations of the selection committee.

2. Chief Programme Executive - Communication and Outreach

Essential Educational Qualification:
Master's degree/Masters equivalent Diploma (2 years full time) in Communication / Mass Communication from reputed institutions such as MICA, IIMC etc. with First Division (or equivalent grade).

Work Experience:
- Minimum 8 years of relevant experience. Fresher from Institutes like MICA, IIMC may be considered for a lower start.
- Demonstrated proficiency in computer based statistical tools and applications
- Excellent verbal, written English communication skills, documentation abilities and creative writing skills
- Knowledge of latest methods, tools and techniques of developing impactful communication and outreach, branding by digital and non-digital modes
- Prior experience in research and capacity building activities, report writing, content development
Salary: Rs. 75,000 to Rs. 1,00,000 per month based on experience as per the recommendations of the selection committee.

3. Stenographer

Qualification:
- Graduate in any discipline
- Able to take dictation in shorthand and typing the same, drafting letters and documents
- Should possess good English speaking and writing skills.
Experience

Essential

1. Two to four years’ experience in work relating to stenography and typing in offices under social sector/corporate sector/universities/research organization OR having experience of working as a Personal Assistant.

2. Good knowledge of MS Excel, Word and PPT.

Job Responsibility

1. Working independently under the guidance of the concerned HoD.

2. Ability to manage filing of papers/documents and support the Centre Head in generating documents/proposals/presentations/file notes

3. Good IT skills

4. Good communications skills in English and Hindi.

5. Any other task as assigned by the senior officials.

4. Program Executive- Advocacy Fulcrum Expert

Essential Qualification: Master’s degree or equivalent.

Desirable Qualification: Master’s degree in Public Policy or Economics

Essential work experience: Minimum 1-3 years of working experience in the relevant areas.

Desirable Experience: Having experience of working in Corporate Affairs including Corporate Law, and its practice. Additional degree in Law will be a plus.

Job Responsibilities –
- Developing effective communication plans
- Fostering partnerships on the basis of need and value
- Facilitating networking amongst stakeholders
- Conduct of advocacy events in desirable format
- Conference/Seminar, Workshops, Roadshows, etc.
- Organizing advocacy through eminent persons/resource persons
- Conduct of advocacy campaigns using traditional media as well as social media
- Bringing out literature/reports on issues of contemporary importance
- Preparing proposals and obtaining finance for the above

5. Technical Assistants
**Essential Qualification:** Graduate in any discipline with at least 2 years relevant work experience

1. Administrative aspects of engagement of faculty
2. Preparation of brochure, registration form and address for correspondence with related stakeholders and participants.
3. Coordinate digital marketing plan and advertisement with other agencies (in physical and digital modes).
4. Prepare a draft LMS page in Bb.
5. Help in further engagement of faculty available in existing list etc, assist in payment of honorarium for faculties who have taught modules.
6. Coordination for venue, programme schedule.
7. Take corrective action on real time feedback on mobiles and end to end of the programme feedback.
8. Filing, scanning, faxing, composing correspondences, data entry and making travel arrangements.
9. Organizing meeting-schedule meetings, booking conference rooms and preparing any material needed for the appointment.
10. Answer phones, create reports, maintain records and conduct research, such as updating modules.
11. Continuous support to Finance Wing, office of DG&CEO, IICA and Administration wing of IICA.

**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 thereof.
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. Interested candidates may furnish their applications while reporting for the walk-in-interview between 10.00 am and 11.00 am on **Wednesday, 19th December, 2018 (Wednesday)** at **Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052**.

3. Indian Institute of Corporate Affairs reserves the right to accept or reject any application without assigning any reasons.

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**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:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of School/Institute / University</th>
<th>Type of Qualification</th>
<th>Percentage</th>
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</thead>
</table>

Affix photograph
6. Training, if any received, which is relevant to the position applied for:

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<tr>
<th>Name of the relevant Training Programme</th>
<th>Duration</th>
<th>Organisation from where received</th>
<th>Nature of Training received</th>
<th>Remarks</th>
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<tr>
<td></td>
<td>From</td>
<td>To</td>
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</table>

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:

<table>
<thead>
<tr>
<th>Name of the Institution/ organization</th>
<th>Duration</th>
<th>Designation</th>
<th>Full time/ part time</th>
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</table>
10. Why do you consider fit for selection to the position applied for?  
(*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 IIICA 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