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 28th November 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>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Senior Consultant (one)</td>
<td>School of Finance</td>
<td>Contractual</td>
<td>75,000 (Negotiable, Higher salary may be considered for Exceptionally bright candidates)</td>
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<tr>
<td>2.</td>
<td>Senior Research Associate (One)</td>
<td>CSR- Research</td>
<td>Contractual</td>
<td>75,000-1,00,000</td>
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<tr>
<td>3.</td>
<td>Chief Programme Executive (One)</td>
<td>CSR- Business Development</td>
<td>Contractual</td>
<td>75,000-1,00,000</td>
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<tr>
<td>4.</td>
<td>Coordinator-Communications and Media (One)</td>
<td>Investors Education and Protection Fund (IEPF)</td>
<td>Contractual</td>
<td>75,000</td>
</tr>
<tr>
<td>5.</td>
<td>Consultant (One)</td>
<td>National CSR Awards</td>
<td>Contractual</td>
<td>50,000 (Negotiable)</td>
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<tr>
<td>6.</td>
<td>Chief Programme Executive (One)</td>
<td>Corporate Governance &amp; Public Policy</td>
<td>Contractual</td>
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<td>7.</td>
<td>CPE (One)</td>
<td>Advocacy Fulcrum Expert</td>
<td>Contractual</td>
<td>75,000-1,00,000</td>
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<tr>
<td>8.</td>
<td>Technical Assistants (Two)</td>
<td>For Schools/ Centres</td>
<td>Contractual</td>
<td>25,000-30,000</td>
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<tr>
<td>9.</td>
<td>Chief Programme Executive (One)</td>
<td>Communication and Outreach</td>
<td>Contractual</td>
<td>75,000-1,00,000</td>
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<td>10.</td>
<td>Programme Manager</td>
<td>National CSR Awards</td>
<td>Contractual</td>
<td>80,000 Negotiable</td>
</tr>
<tr>
<td>11.</td>
<td>Stenographer</td>
<td>Schools/ Centres</td>
<td>Contractual</td>
<td>25,000</td>
</tr>
</tbody>
</table>
1. **Senior Consultant – School of Finance**

**Qualification:**

**Essential Educational Qualification:**

Masters degree in Finance, Commerce, Management, Economics or a qualified CA / CFA / CS / CMA with First Division (or equivalent grade).

**Desirable Qualification**

Ph.D/ M.Phil / UGC NET qualification.

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

**Experience:**

i. 15-20 years of relevant experience Demonstrated proficiency in computer based statistical tools and applications

ii. Excellent verbal, written English communication skills with documentation abilities

iii. Prior experience in research and capacity building activities, report writing, content development

iv. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.

**Responsibilities**

**A. Research and scholarship:**

i. To develop research proposals and projects independently

ii. To conduct and deliver collaborative / individual research projects

iii. To identify sources of funding and contribute to the process of securing funds

iv. To organise / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities

v. To apply body of knowledge in appropriate research, advocacy , training activities by developing study modules, research papers & reports, concept papers etc.

vi. To support the School in emerging as a thought leader in the subject by contribution in research, teaching, training, publications, surveys, advocacy etc.

**B. Liaison & Networking:**

i. To collaborate actively within and outside the Institute
To develop network with government, public and private sector organizations & funding agencies for identifying sources of funding / income through research & consultancy projects, sponsorships, training activities etc.

C. Planning & Organising:

i. To plan, co-ordinate and implement the programs, training and research based work from end to end

ii. To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders

D. Administrative and People Management Support:

To support and assist the head of school and other staff members in general administration, managing people-process-products.

2. Senior Research Associate – CSR

Job Requirements

- At least 8-10 years’ experience conducting project assessment and evaluations, implementing surveys, monitoring development programs and other monitoring and evaluation activities.
- Designing logical frameworks (or theory of change), related indicators and developing questionnaires for CSR project assessments
- Ability to analyse and present survey findings and prepare reports
- Primary and Secondary Research, Data Analysis with respect to the CSR Project
- Develop various monitoring and evaluation tools to ensure that impact and outcomes can be measured against benchmarks
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project
- Undertaking Research in the specific area of Corporate Social Responsibility (CSR)
- Provide Policy Advisory Support to Ministry, Corporates and Implementing Agencies
- Development of training modules and PPTs in the area of CSR
- Organising Capacity Building Programmes with focus on Strategizing CSR for relevant stakeholders
- Preparing consultancy proposals to the Corporates in areas of CSR
- Assisting in the preparation of work plan for the “National Foundation for CSR”
- Ability to communicate fluently in English, both written and spoken
- Advanced knowledge of popular computer applications such as Microsoft Office (MS Word, Excel, PowerPoint)
- Any other work assigned by competent authority
Essential Educational Qualification

- Post Graduate Degree in Social Science/Environmental Science/Sustainability/Any other relevant field (Minimum First Division & Above)
- Experience in conducting Project Assessments/ Surveys in the field of CSR
- Can effectively pull out reliable data from different sources- research papers, newspapers, journals and reliable websites and other ways
- Strong analytical skills, knowledge of modern research and analysis methodologies, and proficiency using one of the common statistical analysis software packages (Stata, SPSS, SAS)

Desirable Educational Qualification
Candidates who are PhD Scholar and pursuing Project Surveys related to CSR shall be preferred

3. **CPE- CSR- Business Development**

About the role
The primary purpose of this role is to provide Business Development in the discipline of Corporate Affairs. The incumbent would contribute towards development and expansion of CSR services positioning National Foundation for Corporate Social Responsibility as a strategic advocacy and consultancy platform. The incumbent is expected to leverage on the existing social capital and also invest in building new partnerships.

The incumbent is expected to work on identification of new business; while also seeking innovative ways to generate new business offering. The incumbent will be expected to contribute value and contribute for the growth and success of the Institution.

Knowledge, skills and experience required for the role:

- Should possess at least 8-10 years of experience in social sector consulting organizations with at least 5 years’ experience in business development role
- Experience of working with the corporate sector in India – ideally with CSR experience & strong Network in development sector
- Experience of securing and delivering advocacy and consultancy services to corporates or government.
- Strong conceptual knowledge coupled with a good understanding of business realities to recommend/advise implementable strategic and organizational interventions
- Exposure to Business Strategy
- Excellent communication skills with excellent commercial and business acumen
- Ability to work to tight deadlines and in a target driven environment

Job requirements:
- At least 8-10 years of related work experience.
- Post Graduate Degree/ Diploma in Business Management, Marketing, Finance, Communication or other relevant discipline from a respected educational institution.
• Candidate would be given preference with advocacy and consultancy background
• Excellent communication skills.
• Proven understanding on importance of strategic communications and have demonstrated experience in business development.
• Must demonstrate comprehensive understanding of corporate communication and its importance, with prior experience in public relations.
• Mature and independent individual who can juggle multiple deadlines with minimal supervision.
• Represent the Institution at forums and networks for greater outreach.
• Experience in managing events is a plus.
• Prior experience in related institution/industries and ability to differentiate the nuances of each will be a plus.

The incumbent shall develop Both long and short-term strategic business development plans to generate funds. S/he shall also be responsible for identifying new opportunities through institutional, corporate and individual channels with a special focus on CSR activities.

4. **Coordinator - Communications and Media**

The Coordinator - Communications and Media is responsible for maintaining external communications with media, and concerned target groups in alignment with overall project goals. He/ She will be responsible for all multi-media publications, press releases, flyers, social media presence, digital content and various media platforms. Reporting to Project Head, the Coordinator-Communications and Media will support both Public Relations and Marketing efforts in managing the project.

**Essential Educational Qualification**
A Master's Degree in Marketing, Communications, Journalism or Business Administration with First Division (or equivalent grade)

**Essential Work Experience**
- Minimum 5 years experience in the field of Communication, Journalism, Public Advocacy, Media Planning, Advertisement, Marketing, Public Relations, etc
- Command over Computer applications, MS Office including Excel, Word, PowerPoint and Access etc
- Prior experience in external communications role within a large organisation that is regularly in the media spotlight and membership of various media professional bodies will be preferred
- Prior experience in Government / Ministry's massive awareness campaigns like Swachh Bharat Abhiyan, Digital India Campaign, Jago Grahak Jago, Beti Bachao, Beti Padhao Yojana, Ease of Doing Business, etc

**Desirable Skills**
- The ability to effectively communicate with a broad range of audiences and the highest levels of management
• Ability to juggle multiple tasks with changing priorities in a dynamic, deadline-driven environment

Duties and Responsibilities

➤ Project Execution and Support

• Develop and Execute Communication Strategy
• Supporting the Project Team with development and preparation of the Project (Writing, Media Planning, Media Execution, Project Management, Event Coordination etc.)
• Designing, Writing, Editing and Distributing Press Releases
• Content Development for communication through empanelled agencies
• Tracking, monitoring, measuring, maintaining, disseminating and responding to public and social media inquiries
• Researches ways to reach a wider investor base, either online or in print
• Conducting Advocacy Workshops with all the media stakeholders
• Proactively pushing information about the project through social channels
• Addresses and resolves any problems that may arise with promotional content or distribution of materials
• Serves as point of contact for media inquiries
• Coordinating and executing customer communications projects

➤ Providing administrative and People management support

• To support and assist the Head of School and other staff members in general administration, managing people-process-products

* Eligibility conditions may be relaxed in case of exceptionally qualified candidate with the approval of Competent Authority.

5. **Consultant-National CSR Awards Secretariat**

Essential Educational qualification:

Bachelor's degree.

Essential Work Experience/ professional requirements:

1. Minimum 3 year experience in the field CSR or corporate law or project management or administration.
2. Adherence to highest standards of integrity
3. Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.
4. Ability to work in multi-disciplinary teams
5. Strong Communication and documentation skills.

Desirable Work Experience:

1. Prior experience in managing file work, tender/ expression of interests etc
2. Familiarity with working of Government Organisation shall be of added advantage.
6. **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.
7. CPE- Advocacy Fulcrum Expert

**Essential Qualification:**

Master’s degree or equivalent.

**Desirable Qualification:**

Master’s degree in Public Policy or Economics

**Essential work experience**

Minimum 5 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

8. Technical Assistants

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.

9. **Chief Programme Executive- Communication and Outreach**

**Essential Educational Qualification:**
Masters 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.

10. **Programme Manager- National CSR Awards**

**Essential Educational Qualifications:**

Master’s degree in Social Sciences or Law or Business Management from recognized University with minimum 60% marks in aggregate.

**Essential Work Experience/ professional requirements:**

- Minimum 8 years work experience of which 3 year experience should be in the CSR activities in accordance with Companies Act 2013
- 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:

- Familiarity with working of Government Organisation would be of added advantage.

Job Responsibilities

2. Cast studies for publication.
3. Assist in selection of various external agencies through tender or appropriate selection process
4. Assisting the Steering Committee, Selection Committee and the Grand Jury in their work
5. Coordination with various stakeholders

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.
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, 28th November, 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.
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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6. Training, if any received, which is relevant to the position applied for:

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