

Indian Institute of Corporate Affairs
(An Autonomous Organization under the Ministry of Corporate Affairs, Govt of India)

Subject: Filling up of the various positions of Senior Consultants/ Consultants on purely contractual basis.

Applications are invited from interested and eligible persons to fill up the following positions of Senior Consultants/ Consultants in the Indian Institute of Corporate Affairs on purely contractual basis on payment of monthly consolidated fees as per details given below:

S. No.	Name of the Position	Field/ Activity	No. of Positions
1.	Senior Consultant	e-Governance	One (01)
2	Senior Consultant	Business Innovation	One (01)
3	Senior Consultant	School of Corporate Law	One (01)
4.	Senior Consultant	School of Corporate Governance & Public Policy	One (01)
5.	Senior Consultant	School of Finance	One (01)
6	Sr. Consultant	Centre for Micro, Small and Medium Enterprises	One (01)
7	Sr. Consultant	ICLS Academy	Two (02)
8	Consultant	e-Governance	One (01)
9	Consultant	Business Innovation	One (01)
10	Consultant	School of Corporate law	Two (02)
11	Consultant	School of Corporate Governance & Public Policy	Two (02)
12	Consultant	School of Finance	One (01)
13	Consultant	ICLS Academy	One (01)

2. Eligibility Criteria

The details regarding essential and desirable qualifications, experience required for the positions are indicated in **Annexure-I**.

3. Consolidated Emoluments: The monthly consolidated fees payable shall be as follows:-

S. No.	Position	Monthly Consolidated fee (Rs.)
1.	Sr. consultant	55,000
2.	Consultant	33,000

4. No TA/DA is admissible for attending the interview.

5. Last date for receipt of the applications in the IICA shall be 27th September, 2016.

The crucial date for determining eligibility shall be the closing date of receipt of the applications. The applications complete in all respects as per the prescribed Performa indicated at **Annexure-II** should be forwarded to the " **Assistant Manager (HR), Indian Institute Of Corporate Affairs, Plot No.6,7,8, sector- 5, IMT Manesar, Pin-122050**".

Senior Consultant- School of Finance

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1.	Senior Consultant	1	<p>Essential Educational Qualification</p> <p>Masters degree in Finance or Commerce or Management or a qualified Chartered Accountant with First Division (<i>or equivalent grade</i>).</p> <p>Desirable Educational Qualification</p> <ul style="list-style-type: none"> ▪ UGC NET qualification ▪ Publication of research papers in refereed international and national journals <p>Essential Work Experience</p> <ul style="list-style-type: none"> ▪ Minimum 3 year experience in the field of finance and administration ▪ Command over computer applications, MS Office including Excel, Word, 	<ul style="list-style-type: none"> ▪ Independently managing the entire cycle for a capacity building programme, i.e. conceptualising, promoting and conducting short-term capacity building courses in the area of Finance. ▪ Identify opportunities, initiate, organise and coordinate, solely or with partners, training programmes, seminars, workshops, conferences, research, consultancy etc. ▪ Assist in the development of training modules and successful rolling out of various certification courses, programmes etc. (<i>including marketing</i>) ▪ Undertake all related activities to ensure that School of Finance undertakes high quality action research, trainings, certificate programs, consultancy etc. ▪ Represent IICA on relevant panel discussions and events

			<p>Powerpoint and Access etc.</p> <ul style="list-style-type: none"> ▪ Ability to work in multi-disciplinary teams ▪ Excellent verbal and written communication skills in English ▪ Strong documentation skills. <p>Desirable Work Experience</p> <ul style="list-style-type: none"> ▪ Prior experience in research and capacity building activities in the area of finance ▪ Experience of conducting research and writing research papers, publications, content development etc. ▪ Prior experience in marketing and administration of academic / training programmes along with writing proposals for approval 	<ul style="list-style-type: none"> ▪ Monitor programmes and expenditure of the School of Finance and make necessary presentations from time to time within IICA ▪ Assist the Head, School of Finance in all activities (<i>academic or administrative</i>) ▪ Any other task assigned by the Head, School of Finance
--	--	--	---	---

			Familiarity with working of Government Organisation shall be of added advantage	
--	--	--	---	--

Consultant- School of Finance

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1.	Consultant	1	<p>Essential Educational Qualification</p> <p>Bachelor degree in any discipline with at least 60% marks <i>(or equivalent grade)</i>.</p> <p>Essential Work Experience</p> <ul style="list-style-type: none"> ▪ Minimum 1 year experience in the field of finance and administration ▪ Knowledge of computer applications, MS Office including Excel, Word, Powerpoint and Access etc. ▪ Ability to work in multi-disciplinary teams ▪ Strong communication and documentation skills. <p>Desirable Work Experience</p> <ul style="list-style-type: none"> ▪ Prior experience 	<ul style="list-style-type: none"> ▪ Independently managing the entire cycle for a capacity building programme, i.e. conceptualising, promoting and conducting short-term capacity building courses in the area of Finance. ▪ Identify opportunities, initiate, organise and coordinate, solely or with partners, training programmes, seminars, workshops, conferences, research, consultancy etc. ▪ Assist in the development of training modules and successful rolling out of various certification courses, programmes etc. <i>(including marketing)</i> ▪ Undertake all related activities to ensure that School of Finance undertakes high quality action research, trainings, certificate programs, consultancy etc. ▪ Represent IICA on relevant panel discussions and events

			<p>of marketing and administration of academic programmes</p> <ul style="list-style-type: none"> ▪ Familiarity with working of Government Organisation shall be of added advantage 	<ul style="list-style-type: none"> ▪ Monitor programmes and expenditure of the School of Finance and make necessary presentations from time to time within IICA ▪ Assist the Head, School of Finance in all activities (<i>academic or administrative</i>) ▪ Any other task assigned by the Head, School of Finance
--	--	--	---	---

Centre for Business Innovation

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1.	Sr. Consultant	1	CA/ MBA with minimum 5 years of working experience.	training, office work, fund raising, corporate advisory, research et al.
2.	Consultant	1	B.Tech/ MBA with minimum 2 years of working experience.	organizing/ conducting research, programs, trainings, workshops for start-ups, entrepreneurs, corporate et al.

School for Corporate Law

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1.	Sr. Consultant	1	<p>Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's level in Law from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>Desirable qualifications:</p> <p>Candidate with National Eligibility Test (NET) conducted by the UGC or similar test accredited by the UGC like SLET/SET.</p> <p>Sustained record of high quality research publications.</p> <p>Preference would be given to the candidates having degrees from an accredited Foreign Universities or National Law</p>	<ol style="list-style-type: none"> 1. Formulating research and training programs 2. Participating in advertising the programs offered by the School. 3. Regular research work in Corporate & Allied Laws. 4. Taking part in regular School's Administrative Work. 5. Conducting School's offline and online courses etc. 6. Handling the assignments individually, entrusted by the Head of the School. 7. Guiding Interns at the School and related administrative work 8. Assisting the Head of the School in regular work.

			Universities.	
2.	Consultant	2	<p>Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Graduation level in Law from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>Desirable qualifications:</p> <p>1. Sustained record of high quality research publications.</p> <p>4. Preference would be given to the candidates having degrees from an accredited Foreign Universities or National Law Universities.</p>	<p>1. Assisting in research work in Corporate & Allied Laws.</p> <p>2. Assisting in training programs</p> <p>3. Assisting the Head of the School.</p> <p>4. Participating in advertising the programs offered by the School.</p> <p>5. Assisting the officers of the School in offline and online courses etc.</p> <p>6. Any other work entrusted by the Head of the School.</p>

School for Corporate Governance & Public Policy

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1	Senior Consultant-	1	<p>Master degree in management/ Finance/economics/law and /or CS/CA/CMA with minimum 55% marks or equivalent from a recognized university/Institute at Master and bachelors level.</p> <p>Experience: minimum 3 years in teaching/ research/ consulting in the relevant discipline.</p> <p>Desirable: Candidates willing to stay in IICA campus will be preferred</p>	<ul style="list-style-type: none"> To design, develop, market and deliver training programmes/workshops in Corporate Governance To design, develop, market the certification courses in Corporate Governance To participate in research, consulting and other institution development activities of the school
2.	Consultant	2	<p>Master degree in management/ Finance/economics/law and /or CS/CA/CMA with minimum 55% marks or equivalent from a recognized university/Institute at Master and bachelors level.</p> <p>Experience: minimum 0 - 2 years in teaching/ research/ consulting in the relevant discipline.</p>	<ul style="list-style-type: none"> To design, develop, market and deliver training programmes/workshops in Corporate Governance To design, develop, market the certification courses in Corporate Governance <p>To participate in research, consulting and other institution development activities of the school</p>

			Desirable: Candidates willing to stay in IICA campus will be preferred	
--	--	--	--	--

Centre for e-Governance

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1	Sr. Consultant	1	Bachelor's degree in IT /Computer Science and Engineering (BE/B.Tech) or MCA. Or MBA in Marketing with BE/B.Tech in IT /Computer Science & Engineering will be preferred. Experience – Min 5 years	1) Software development in JAVA/J2ee or .Net technology 2) Data Analytics 3) Sales & Marketing
2.	Consultant	1	Bachelor's degree in IT /Computer Science and Engineering (BE/B.Tech) or MCA. Or MBA in Marketing with BE/B.Tech in IT /Computer Science & Engineering will be preferred. Experience – Min 2 years	1) Software development in JAVA/J2ee or .Net technology 2) Data Analytics 3) Sales & Marketing

Centre for MSME

SL.No	Name of the Position	Number Required	Qualification	Responsibility
1.	Senior Consultant	One (1)	<p>I. B.Tech/ICWAI/MBA/Technical Qualification in Business Management / Entrepreneurship Development or related field at the Master Degree Level</p> <p>II. Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.</p> <p>III. Strong Communication and documentation skills</p> <p>Essential Work Experience :</p> <p>I. At least 10 years recent & relevant project management / program management experience.</p> <p>II. Demonstrable experience of planning, designing, managing and monitoring projects / programs in the domain of the industry / learning & development verticals.</p> <p>Desirable Work Experience:</p> <ul style="list-style-type: none"> • Prior experience in research and capacity building activities in the key area of Management. • Prior experience in marketing and administration of academic programs along with writing proposals for projects. 	<p>I. To help the Centre in the areas of course curriculum, development of training modules, helping the Centre in day-to-day administration and delivering lectures in the relevant subjects to participants.</p> <p>II. Independently managing the entire cycle for a capacity building programme i.e. conceptualizing, promoting and conducting short-term capacity building courses in the key areas identified by Centre for MSME.</p> <p>III. Identify initiatives and projects to be anchored with Centre for MSME for revenue generation for the MSME Centre of the Institute.</p>

				<p>IV. Time to time identify target-focused areas wherein Research projects can be undertaken for the MSME centre.</p>
--	--	--	--	--

ICLS Academy

Sl. No.	Name of the Position	Number required	Qualification	Responsibility
1.	Sr. Consultants	2	ICLS Officer (in service or retired) or a person having knowledge in the field of Corporate Law/Accounting with a work experience of 15 years	To advise the Academy in the areas of course curriculum, development of training modules, helping the Academy in day-to-day administration and delivering lectures in the concerned subject in which he/she is having specialization to trainee participants.
1.	Consultant	1	CA/CS/ICWA/LLB/ MBA (Finance) with a minimum of 5 years of experience.	<ol style="list-style-type: none">1. Value addition in 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 material for the participants of the training and having adequate knowledge to deliver lectures.

General conditions:

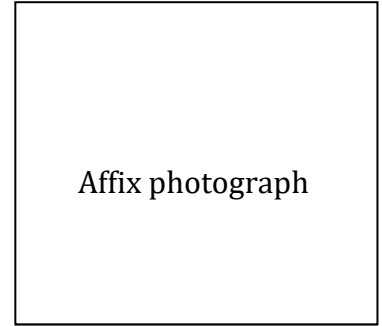
1. Those who are eligible and interested may submit their application along with their curriculum vitae including details of their qualifications and employment background.
2. Candidates already in employment under government/ semi-government organisations/ Autonomous bodies should send their applications through proper channel.
3. The positions are purely contractual and those engaged will not have any claim for regular appointment or absorption in any of the posts/ positions at IICA.
4. Minimum requirements of qualifications and / or experience may be relaxed in respect of exceptionally outstanding candidates. The IICA reserves right to fill up or not to fill up any or all positions or to shortlist and select candidates in any suitable position depending upon the qualification and experience required for the said position.
5. The applicant should apply for only one position and the position applied for must be clearly mentioned in the application form.
6. Application received after the last date will not be accepted.

Annexure-II

Format of application for Sr. Consultants/ Consultants 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:

(1)

(2)

(3)

6. Desirable qualifications/ experience possessed:

7. 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			

8. (i) Present position held, if any:

(ii) Scale of pay/ Pay Band/ Present pay:

(iii) Date from which held:

9. 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)

10. Experience:

11. Why do you consider fit for selection to the position applied for?:
(in not more than 200 words)

(Please enclose a separate sheet)

12. (i) Present office address with Pin Code Number: (if any)
(ii) Residential Address-

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

13. Any other relevant information:

Place:
Dated:

Signature of the Candidate