

**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

Date: 03.01.2019

**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 09.01.2019 (Wednesday) 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](http://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](http://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:-

<b>Sl. No.</b>	<b>Name of the position</b>	<b>Field</b>	<b>Category</b>	<b>Monthly Consolidated fee (Rs.) P.M.</b>
1.	Chief Programme Executive (One)	Corporate Governance & Public Policy	Contractual	1 lakh - 1.50 lakh
2.	Technical Assistants (Two)	For Schools/ Centres	Contractual	25,000-30,000
3.	Stenographer (One)	Schools/ Centres	Contractual	25,000
4.	Consultant (One)	Civil work and Maintenance	Contractual	30,000 (Negotiable)
5.	Sr. Consultant	IT	Contractual	50,800

### **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. Technical Assistants**

### **Essential Qualification**

Graduate in any discipline

Min. Experience : 2 years in the relevant field

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

## **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. Consultant- Civil work and Maintenance**

#### **Essential Qualification**

Bachelor in Engineering (Civil) or Diploma in engineering

#### **Experience**

#### **Essential**

At least 20 years of experience in the relevant field. The person having relevant work experience with Government Department(s) may be given preference.

### **5. Senior Consultant- IT (Hardware, Systems & Peripherals)**

#### **Key skills:**

Networking, Hardware Troubleshooting, Windows Operating Systems, Hardware Engineering, IT Hardware Inventory Management, IT Store Management, IT Record maintenance

#### **Academic Qualification (Essential)**

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.

OR

Bachelor in Computer Applications & Masters in Computer Applications with first class from a recognized university.

OR

Post Graduate Degree in Computer Science/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics &

Instrumentation /Information Technology with first class from a recognized university.

OR

Graduate having passed DOEACC 'B' level

NOTE: If a class/division is not awarded, a minimum of 60% marks in aggregate shall be considered equivalent to 1st class/division. If a grade point system is adopted, the CGPA will be converted to equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

**Minimum Experience:**

- 5+ years of experience in the field of IT Hardware, systems & peripherals
- Experience of having worked in Academic/Training Institutes in similar capacity and role (Will be preferred)

**Job Roles & Responsibilities**

Primary

- i. Maintaining all the hardware systems (Desktop Computer, Laptop Computer, Notebook, Printer, Copier Machine, UPS etc.) and hardware peripherals in the institute, including all associated and related troubleshooting and debugging.
- ii. Maintaining and looking after all aspects of the passive component/part of the LAN & WAN (both Data & Voice) of the institute, including cable deployment, patching, crimping, relaying, port mapping and linking.
- iii. Looking after all aspects of TV Sets (LCD/LED/Plasma) including their mounting, fixing, installation, configuration, and maintenance, service and local troubleshooting. This shall include coordinating and Liaisoning with the concerned OEM(s) in respect of the TV sets under warranty for repair and service, coordinating and Liaisoning with the concerned authorized vendors in respect of repair and service of TV sets not under warranty and coordinating and Liaisoning with the concerned DTH Service provider (Tata Sky/Dish TV/Airtel TV etc.) for all aspects of DTH management as and when required.

- iv. Liaison and coordinate with the authorized OEM/vendors of all types of hardware/systems and peripherals installed in the institute as and when required. Coordination with vendors for installations / up gradation of new hardware. Call logging with vendors and follow up till final resolution.
- v. Installation and configuration of operating system software (Both MS-Windows & Linux kernel based) in all computing terminals and nodes. This shall include the deployment of update patches of these OS environments, installation and configuration of compatible drivers for the OS environments, re-installation as and when required and other jobs from time to time that form part of maintenance of a computing system for its smooth operation.
- vi. Assigning asset identification numbers to all items of hardware. Creating database of all software resources with details like location, license, version. Updating database regarding all new installations, movement within or out of the campus, configuration changes etc. Maintain database of third party vendors for items which are under warranty.
- vii. Attend to day to day support issues related to all aspects of hardware systems including their trouble shooting, repair and replacement. Providing on call support, including procedural documentation and relevant reports. Provide 9x5 basis technical support to program trainees/participants in trainee accommodations (Hostel & 1 BHK Flats) and Retreat (Guest House). Respond within agreed time limits to call-outs.
- viii. Carry out audit exercises across the campus on a periodic basis to ascertain and verify the presence of hardware systems across the premises. Also, responsible for checking on the functionality and operational state of the same.
- ix. Arrange for antivirus security applications to be installed across all systems in IICA including monitoring of their periodic upgrade, patching and relicensing as required. Antivirus control and updating and coordination with concerned vendor.
- x. Creation, management and handling of all user accounts and profiles on the local domain of IICA.

### **Additional**

- i. Analyze information to determine, recommend, and plan layout, including type of computers and peripheral equipment modifications.
- ii. Analyze user needs and recommend appropriate hardware.
- iii. Evaluate interface between hardware and software and operational and performance requirements of overall system.
- iv. Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications.

- v. Specify power supply requirements and configuration, drawing on system performance expectations and design specifications.
- vi. Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, analyzing and recording test data.

\*\*The scope of Hardware devices/systems/equipments as aforementioned, shall include but not be limited to all and any of the following listed devices and any other related and associated devices and systems --- Desktops, Laptops, Notebooks, Net books, Copiers, Fax Machines, Slide Changers, Projectors, Projector Screens, Speaker Sets, Web Cams, Digital Cameras, Handy Cams, Video Conferencing Equipments & Units, Printers, IP Phones, Landline Phones, Mobile Data Cards, USB Flash Drives, External HDD, Television Sets and associated equipment, DTH Connections, Set Top Boxes, Memory Cards, Microphones, Headsets etc.)

**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, 09.01.2019 (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.



**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:

Affix photograph
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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			

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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:

Name of the Institution/ organization	Duration	Designation	Full time/ part time

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