

Indian Institute of Corporate Affairs

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

Subject: Filling up of the contractual positions of Senior Consultants/ Consultants.

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	School of Corporate Governance & Public Policy	One (01)
2.	Senior Consultants	Centre for Responsible Corporate Governance	Two (02)
3.	Senior Consultants	Centre for Business Innovation & IT	Two (02)
4.	Senior Consultant	Centre for Institutional Partnership & Corporate Communications	One (01)
5.	Senior Consultants	Indian Corporate Law Services Academy (ICLS Academy)	Two (02)
6.	Consultants	School of Corporate Governance & Public policy	Two (02)
7.	Consultant	Centre for Responsible Corporate Governance	One (01)
8.	Consultant	Centre for Business Innovation & IT	One (01)

2. Brief Description of Role of Schools/ Centres:-

School of Corporate Governance & Public Policy:

The School of Corporate Governance & Public Policy aims to create and disseminate the knowledge to meet the challenges of inclusive and sustainable corporate growth. With the focus shifting from regulation to delivery, the school aims to create capacity support policy formulation and implementation. It also supports the corporate sector in achieving excellence in corporate and management services.

Centre for Responsible Corporate Governance: The aim of the Centre for Responsible Corporate Governance is the identification and integration of good governance and sustainable practices in the operation of business entities. The Centre also designs and supports initiatives on Corporate Social Responsibility (CSR) built around the philosophy of inclusive growth such as the National Foundation for Corporate Social Responsibility (NFCSR).

Centre for Business Innovation & IT: The Center aims to provide institutional support for research projects to identify opportunities, development of prototypes, incubation support and help in exploiting potential to address the ingenuity, agility and resourcefulness of the small entrepreneur in India.

Centre for Institutional Partnership & Corporate Communications:

The Centre's activities include collaboration with its partners for exchange of knowledge and information, joint research, development and execution of training programmes and seminars and workshops.

ICLS Academy:

Corporate regulation in India is the responsibility of officers taken from the cadre of Indian Corporate Law Service (ICLS). IICA has the responsibility of conducting all induction training for the Probationary Officers (POs) belonging to the cadre. The Academy is also mandated to conduct orientation and professional knowledge and skill enhancement training programmes for the officials of ICLS and subordinate cadres currently serving across India as part of the field organization of the Ministry of Corporate Affairs.

3. Eligibility Criteria

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

4. Consolidated Emoluments: Sr. Consultants and Consultants shall be paid Consolidated Fees of Rs. 50,000 and Rs. 30,000 respectively on monthly basis.

5. Shortlisting clause

Amongst the eligible candidates, shortlisting of candidates would be made on the basis of their qualifications and experience in the relevant field. Only shortlisted candidates would be called for interview.

No TA/DA is admissible for attending the interview.

6. Last date for receipt of the applications in the IICA shall be 31st May, 2013. 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 Manager (HR), Indian Institute Of Corporate Affairs, 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

Manager (HR)

Annexure-1

<u>Name of the Position</u>	<u>Sr. Consultant, School of Corporate Governance and Public Policy</u>
Educational and other qualifications required	<u>Essential:</u> Post-graduate degree in Commerce or Economics /MBA from a recognized University or equivalent with minimum 55% of marks in aggregate at both the position-graduate degree and under-graduate degree levels. <u>Desirable:</u> Those who have completed M.Phil& pursuing their doctorate programme will be preferred
Experience	<u>Essential :</u> Minimum 3-year experience in research and/ or teaching and/ or designing, co-ordinating&organising educational programs. <u>Desirable:</u> <ol style="list-style-type: none">i. Strong analytical & communication skills, both oral and writtenii. Experience in computer skills and preparation of Reports/Notes Briefs etc.iii. Ability to take initiative. iv. Good computer knowledge with ability to analyse data using Excel and other research softwares.

Name of the Post	Sr. Consultant (Centre for Responsible Corporate Governance)
<p>Educational qualifications</p>	<p><u>Essential:</u> Master’s degree in Social Sciences/ Management Studies with minimum 55% marks in aggregate.</p> <p><u>Desirable:</u> M Phil / Ph. D from a reputed University.</p>
<p>Experience</p>	<p><u>Essential:</u> Minimum 5 years’ experience in Teaching/ Research in Autonomous bodies/ Universities/ Management Institutes etc.</p> <p><u>Desirable:</u> Experience in curriculum design, training and capacity building, conducting academic programs, development of modules and other reference materials.</p> <p>Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc. and ability to draft / generate well analyzed research reports will also be desirable.</p>

Name of the Position	Sr. Consultant, Centre for Business Innovation and IT Services
Educational and other qualifications required	<p><u>Essential:</u></p> <p>Graduate Degree in relevant field from recognised University or its equivalent with minimum 50% marks in aggregate.</p> <p><u>Desirable:</u></p> <p>Higher qualifications in the relevant field from a recognised University.</p>
Experience	<p><u>Essential:</u></p> <ul style="list-style-type: none"> i) Minimum 5 year experience in the relevant field preferably in PSUs/ Govt. Undertaking/Autonomous bodies ii) Working knowledge of computer with ability to collect and analyse databases iii) Ability to create concept notes, research and write original articles and excellent presentation skills. iv) excellent communication skills (written and verbal) <p><u>Desirable:</u></p> <p>TOEFL/ IELTS score equal to or above 7.0</p>

Name of the Position	Sr. Consultant - Centre for Institutional Partnerships and Corporate Communications
Educational and other qualifications required	<p><u>Essential:</u></p> <p>Post Graduate Degree in Media, Mass Communications or a related field from a recognised University or its equivalent with minimum 50% marks in aggregate.</p> <p><u>Desirable:</u></p> <p>Training in Communications, Advocacy and Outreach Activities.</p>
Experience	<p><u>Essential:</u> i) Minimum 10 years of experience in Communications, Content Development, Advocacy and Outreach Activities;</p> <p>ii) Excellent verbal and written communication skills in English;</p> <p>(iii) Excellent IT skills, including but not limited to MS Office, website management and social media;</p> <p>(iv) Experience of undertaking leadership role;</p> <p>(v) Experience of producing high quality documents;</p> <p>(vi) Experience in event management.</p>

Name of the Position	Sr. Consultant , ICLS Academy
Educational and other qualifications required	<p>Essential:</p> <p>Degree (LLB) in Law from recognised University or its equivalent with minimum 50% aggregate or a member of icsi,icai or icwai or a retired icls officer with a degree with minimum 50% aggregate.</p> <p>Desirable:</p> <p>Higher qualification with specialization in Corporate/ competition laws from a recognised University or its equivalent.</p>
Experience	<p>Essential :</p> <p>10 years' experience in a Govt. bodies/ Autonomous Institutions/ Law firm / Public or Private Companies or a retired icls officer</p> <p>Desirable :</p> <p>working experience in govt bodies/ autonomous institutions/ law firm / public or private companies mainly on matters related to competition /corporate law</p>

<u>Name of the Position</u>	<u>Consultant, School of Corporate Governance and Public Policy</u>
Educational and other qualifications required	<p><u>Essential:</u> Post-graduate degree in social science/MBA from a recognized University or equivalent with minimum 55% of marks in aggregate. OR Graduate in any discipline with 60% marks aggregate with at least two years of relevant experience.</p>
Experience	<p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Strong analytical & communication skills, both oral and written ii. Experience in computer skills and preparation of Reports/Notes Briefs etc. iii. Ability to take initiative. iv. Good computer knowledge with ability to collect and analyse data

Name of the Position	Consultant (Centre for Responsible Corporate Governance)
Educational qualifications	<p><u>Essential:</u> Master's degree in Social Sciences/ Management Studies with minimum 55% marks in aggregate.</p> <p><u>Desirable:</u> M Phil / Ph. D from a reputed University.</p>
Experience	<p><u>Essential:</u> i) Minimum 3 years' experience in the field of academic work in Autonomous bodies / Universities/ Management Institutes etc.</p> <p><u>Desirable:</u> Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc. and ability to draft / generate well analyzed research reports will also be desirable.</p>

Name of the Position	Consultant , Centre for Business Innovation and IT Services
Educational and other qualifications required	<p>Essential: Graduate Degree in relevant field from recognised University or its equivalent with minimum 50% marks in aggregate.</p> <p>Desirable: Higher qualifications in the relevant field from a recognised University.</p>
Experience	<p>Essential :</p> <ul style="list-style-type: none"> a. Minimum 1 year experience in the relevant field preferably in PSUs/ Govt. Undertaking/ Autonomous bodies b. Working knowledge of computer with ability to collect and analyse databases c. excellent communication skills (written and verbal)

General conditions:

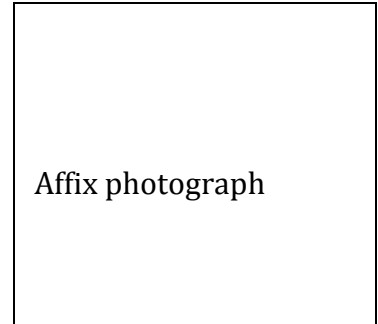
1. Those who are eligible and interested may submit their application along with their curriculum vitae including details of their qualifications and employment background.
2. Candidates already in employment under government/ semi-government organisations/ Autonomous bodies should send their applications 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. Consultant/ Consultant 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 positional address with Pin Code Number:

(ii) Telephone No. (Off.) ResidenceMobile.....e-mail Id.....

13. Any other relevant information:

Place:

Dated:

Signature of the Candidate