

## Terms Of Reference

1. **Location: IICA Manesar**
2. **Position: Project Coordinator**
3. **Duration: 12 months and likely to continue.**
4. **Salary : 70,000 – 80,000**
5. **Background Information To The Project- TRAINING FOR CORPORATE DATA MANAGEMENT**

Ministry of Corporate Affairs (MCA) has been implementing an e-governance project, “MCA21” since 2006. It has fully automated the process of working and administration of the Companies Act. Companies are mandated to file all documents relating to incorporation, compliance, approvals, annual statutory returns, etc. electronically in the system. The process of filings has resulted in the accumulation of a plethora of information and MCA21 is now the electronic repository about Indian corporate sector. However, the utilization of the electronic information available in MCA repository is very limited. Only few Government organizations access some customized corporate sector data in response to their specific requests on ad-hoc/felt-need basis from time to time. Clearly, therefore, this wealth of information is woefully underutilized.

In light of the above the MCA is implementing the Plan Scheme of ‘Corporate Data Management’ which envisages to create in-house data mining and analytics facility with the objective of disseminating corporate sector data in a structured manner. This would provide a forward linkage to the MCA-21 data repository by transforming the transactional system into a data warehouse system.

One of the specific objectives of this scheme is to enhance and institutionalize Ministry’s in-house capabilities for corporate Data Mining and Information Management to support decision making. For this purpose IICA has been engaged by the MCA for a project to facilitate the training and building of capacity of its personnel in the area of corporate data management.

## **6. JOB DESCRIPTION**

The candidate will be expected to ensure that the project deliverables are met within the approved timeline.

## **7. SCOPE OF TASKS & RESPONSIBILITIES**

- Mapping the training needs of the MCA personnel
- Identification of corporate data management trainers
- Identification of corporate data management training institutes, nationally & internationally
- Identification of corporate data management training companies
- Facilitating collaborations for trainings with trainers, institutes and companies
- Organising a training workshop, regionally or nationally, every month for 15 MCA personnel in any of the following thematic areas:
  - o Understanding MCA-21 Database

- Standards of financial accounting
- Understanding financial statements
- Understanding Cost-accounts and audit reports
- Best practices in Corporate Governance across the globe
- Exploring data analytics for good Corporate Governance
- Provisions in the SEBI Act Vs Companies Act 2013
- Corporate financial resource mobilization – bonds/securities, shares, deposits etc.
- Companies Act 2013 role in development of Capital Bond Market
- Learning of software for data analytics
- Techniques of data mining
- XBRL Filing
- Organising a national level conference on corporate data management

## **8. QUALIFICATIONS/EXPERIENCE/SKILLS**

**Education** –B.Tech, PG Diploma or Masters in Business Administration, Economics, Data Management, Statistics or any other related field.

### **Work Experience – 3 years**

- An understanding of work relating to Data Management
- Ability to work in a team
- Excellent verbal and written communication skills in English
- Excellent IT skills, including but not limited to MS Office and other database programmes
- Good working knowledge of modern telecommunication systems (telephone, fax, e-mail, and internet).
- Excellent organizational and coordination skills

## **9. LOCATION AND PERIOD OF THE ASSIGNMENT**

The assignment is based at IICA Campus, Manesar, with occasional travel to Delhi.

Address for sending the application (Resume with contact details) within 7 days of the date of publishing the advertisement.

The Project Director,  
 Institutional Partnerships and Corporate Communications  
 Plot No. 6,7,8, Sector 5, IMT Manesar  
 Gurgaon-122050