

## Terms Of Reference

1. **Location:** IICA, IMT Manesar, Gurgaon.
2. **Position:** Coordination and Secretarial Associate
3. **Duration:** 12 months and likely to continue.
4. **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.

### 5. **JOB DESCRIPTION**

The candidate will be required to coordinate with the Director of the Project – **Training for CORPORATE DATA MANAGEMENT** and other staff of the project.

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

- Schedule, monitor and seek appointments
- Co-ordinate and follow-up on telephone calls and other engagements
- Take notes and document meeting minutes
- Maintain and track list of 'to-do' activities
- Any other task as assigned

### 7. **JOB QUALIFICATIONS**

- Minimum of 3 years experience of providing secretarial assistance to any office
- Excellent verbal and written communication skills in English
- Pre-University/graduate degree from recognized University
- Well versed in MS Office, good IT skills, data management, adept in quick google research

- Stenography/good typing skills preferred

**8. LOCATION AND PERIOD OF THE ASSIGNMENT**

At present the assignment is for 12 months and is likely to continue for long. In addition to working with IICA Project staff, the candidate will be required to work in close co-operation with Ministry also. **The location of the assignment will be the IICA campus in Manesar.**

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

**The Project Director,  
Institutional Partnerships & Corporate Communication,  
Plot No: 6,7 & 8, Sector-5, MANESAR (GURGAON)**