

**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

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**VACANCIES FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS**

Interested and eligible candidates are invited to submit applications for various positions in Indian Institute of Corporate Affairs, purely on contractual basis. The details of eligibility conditions, remuneration, terms etc. can be downloaded from the website: [www.iica.nic.in](http://www.iica.nic.in).

2. Interested and eligible candidates can forward their CVs at [hr@iica.in](mailto:hr@iica.in) / [gauri.raina@iica.in](mailto:gauri.raina@iica.in).
3. One candidate can apply for one position at a time.
4. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
5. The last date to accept application is **11<sup>th</sup> May, 2022 till 6 PM**. Interested and eligible candidates may send their applications alongwith copies of certificates/testimonials/experience certificates to Administrative Officer, Indian Institute of Corporate Affairs, P-6, 7 & 8, Sector-5, IMT Manesar, Distt. Gurugram-122052 by 11<sup>th</sup> May, 2022 till 6 PM or email at **hr@iica.in**. Incomplete applications/without supporting documents shall be outrightly rejected.
6. If number of applications received is high in number and if it is not possible to call all eligible candidates for interview, the Institute will further shortlists the candidates based on higher experience in the relevant fields or candidates with higher educational qualification as the case may be.

Sd/-  
Administrative Officer

The engagement will purely be on contractual basis initially for a period of one year, if otherwise not extended or curtailed. However, during initial three months, the performance of the candidate will be reviewed and the engagement shall further be continued to one year, subject to satisfactory performance. 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>S.No.</b>	<b>Name of the position</b>	<b>Field/Vertical</b>	<b>Category</b>	<b>Monthly Consolidated fee (Rs.) P.M.</b>
1.	Principal Research Analyst (One)	Centre for Independent Directors	Contractual	1 Lakh
2.	Senior Research Associate (One)	Centre for E2E in CSR	Contractual	70,000
3.	Technical Assistant (One)	Centre for E2E in CSR	Contractual	25,000

## **JOB DESCRIPTION**

### **1. Principle Research Analyst- Centre for Independent Directors**

#### **Job Description:**

The PRA will be working with and supporting the Centre for Independent Directors, IICA with the research activities such as conducting empirical research, secondary data based research, survey and development of such reports for adding further to the knowledge domain.. The candidate will be responsible to develop the centre as an apex body for developing Independent Directorship as a profession in the country by deploying Indian way of Corporate Affairs and governance.

The emphasis of the role will be on conducting action research, producing policy papers / reports, development and periodic up gradation of capacity building course content, advocacy initiatives, professional advisory services to Independent Directors and the boards, producing national and global best practice reports. The focus of the centre will on the professional development of Institution of Independent Directors with exclusive research agenda on Indian Way while supplementing the mandate of corporate governance at IICA through its School of Corporate Governance and Public Policy. Aggregation shall lead to development of Indian way of professional development of institution of independent directors.

#### **A. Knowledge:**

##### **Essential:**

**A.1** First Class Masters in Management, Law, Economics, Finance/Commerce/Public Policy or any other relevant discipline with substantial exposure to policy framework and practice aspects of Corporate Governance and public policy.

**A.2** The candidate must possess a minimum of eight years of experience of working with a think tank, chamber of commerce, academic institution, consultancy or advisory body.

**A.3.** Proven track record of research / publications on the subject in reputed journals or publications.

##### **Desirable:**

Prior experience of working in area of corporate governance / Independent Directors/board advisory or the relevant theme would be a plus. A proficiency certificate on the subject from a reputed institution would be preferred.

#### **B. Skill Set:**

The ideal candidate is desired to have a strong orientation towards the subject of corporate governance and specifically Independent Directors/board of directors with proven skills on action research, developing policy papers / reports, content development (including e learning) and curation for capacity building. In addition the candidate is expected to have strong communication and outreach skills for creating impactful influence, IT and public relations skills for creating lasting impact.

#### **C. Aptitude:**

The ideal candidate should have strong aptitude towards research, creativity, learning and communications and ability to handle challenges independently. He must be passionate for capacity building of emerging profession of Independent Director to hold them act as agents of change.

## **2. Senior Research Associate- National Foundation for CSR**

### **Educational Qualification**

- Full Time Post-graduate degree in social sciences, statistics or connected to CSR and Sustainability or related to needs and assessments, SROI, baseline surveys..
- High levels of drive and willingness to learn.
- Strong work ethic.
- Ability to achieve stretched targets.
- High levels of emotional stability.

### **Experience**

- General experience in CSR and Sustainability.
- Proven skills in research and report writing connected to need analysis and impact assessment.
- Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools
- Professional experience in writing and publishing need and impact assessments.
- Proven experience in developing research proposals, implementing field studies and report writing connected to need and impact assessment.
- Assessing Social Return on Investment (SROI) would be an added advantage.

### **Skill Set**

- For needs and impact assessments, SROI, etc the candidate should possess the following skills -
- Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment
- Develop assessment and evaluation tools for data collection for field study
- Compilation and analysis of data for assessment reports.
- Collect and analyse data, prepare draft reports for baseline surveys
- Writing and producing reports, research papers or briefs
- Excellent written English communication skills with documentation abilities
- Provide Project/program coordination including facilitating client communications and data collection and analysis processes
- Pull out data from secondary sources, journals.
- Ability to work with a team(s).

### **Key Tasks/ Nature Of Activities**

- Conduct general research connected to CSR/sustainability.
- Organize research specifically related to needs and impact assessment, baseline studies, SROI, etc, connected to developing proposals, conducting literature review, framing questionnaires, doing field survey, data collections and other sources of information and collect, record, analyze, evaluate data/facts.
- Support, facilitate and maintenance of CSR data;
- Do any other duty as entrusted by the Competent Authority.

### **3. Technical Assistant- CfE2E**

#### **Essential Educational Qualifications:**

- Intermediate pass in CA/ICWA/CS

#### **Essential Work Experience/ professional requirements:**

- 0-3 years of experience. Successful completion of articleship of CA/CS/ICWA will be considered equivalent to one year of experience.
- Experience of Handling files, eProcurement system within govt. system and tenders of development sector preferred
- Experience of preparation of presentation on infographics software desirable.

#### **Competencies:**

- High levels of drive & willingness to learn.
- Strong work ethics
- Ability to achieve stretched targets

#### **Job Role/ Responsibilities**

- Managing all the administrative tasks such as maintaining records, preparing datasheets, and updated content module.
- Coordination with Finance, Administration & IT units for necessary support to the Team.
- Managing finances including follow up on the invoices and settlement of advances of the ongoing projects/ upcoming projects
- Handling/coordinating Learning Management System.
- To handle logistic arrangements of Centre for E2E in CSR, School of Business Environment & Business & Human Rights.

#### **Skills required:**

- Should be proficient with MS Office, particularly MS Word & MS Excel.
- Should have good communications skills/ writing skills.

### **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 six months/ 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 there of.
- 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. 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.
- ix. 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.
- x. 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. 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:

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 From To	Organization from where received	Nature of Training received	Remarks

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 appliedfor?  
(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: (ifany)

(ii)Residential Address-

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

12. Any other relevant information: Place:

Dated:



Signature of the Candidate