

**Government of India
Ministry of Corporate Affairs
Indian Institute of Corporate Affairs
IMT Manesar, Gurgaon -122052**

Phone. No.: 0124 -2640000

Email: [/ hr@iica.in/](mailto:hr@iica.in) gauri.raina@iica.in

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.

2. Interested and eligible candidates can forward their CVs at [hr@iica.in/](mailto:hr@iica.in) 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 **30th 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 30th 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:-

S.No.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) P.M.
1.	Senior Research Associate – Partnership & Promotion (One)	Centre for Independent Directors	Contractual	75,000/-
2.	Consultant- Admn. & Finance (One)	National CSR Awards Sectt.	Contractual	40,000
3.	Fellow (One)	Forum Of Indian Regulators	Contractual	50,000
4.	Research Associate (One)	Forum Of Indian Regulators	Contractual	30,000

JOB DESCRIPTION

1. Senior Research Associate (SRA)- (Partnerships and Promotion)

Qualification:

Master's in Marketing/Communication /Management/Commerce/Economics/Finance or other related areas.

Desirable Qualification:

Degree/Diploma/Certification in marketing/digital marketing / brand management etc.

Experience:

Total 3 Years of Working Experience in the areas mentioned in “deliverables”

Skills:

1. Knowledge of Institutions working in the field of Corporate Governance / Independent Directors in India / Abroad
2. Abilities to Initiate/leverage/forgo Institutional Partnerships
3. Building partnership network with best in class educational, advocacy, research institutions and think tanks for pursuing objectives of the databank.
4. Excellent Written and Verbal Communication
5. Expertise in dealing with National and Global Institutions / chambers of commerce / PSUs / Private Sector Companies.
6. Skills of executing the partnership network with a business model for conceiving collaborative programs and generating revenue.
7. Experience of conducting seminars, training programs, workshops, conferences and other collaborative profit sharing activities by creating thought leadership.
8. Experience in Digital Marketing and Brand Building.

Key Deliverables:

1. Identification of Key National Partners for increasing Network Size
2. Identification of Key Global Partners for increasing Network Size.
3. Coordination on scope of work with New Partners
4. Co-ordination on Deliverables relating to the scope of work with existing Partners.
5. Developing Action Roadmap for Workshops, Seminars, and Face to face training programs in accordance with the Partner Scope.
6. Promotion of the Independent Directors Databank to increase the registrations of Individuals and corporate users
7. All possible marketing efforts, based on marketing strategy to place the databank at a higher level by enhancing the visibility, traffic, usage and registrations.
8. Persuading the Companies for registration and also for selecting the profiles for their placement as IDs on boards.

Note: Candidates with relevant work experience but having less qualification or work experience may be considered at a lower salary.

2. **Consultant- Admn. & Finance- CSR**

Essential Educational Qualifications:

- Bachelor's degree

Essential Work Experience/ professional requirements:

- Minimum 3 year experience in the field CSR or corporate law or project management or administration.
- Adherence to highest standards of integrity
- Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.
- Ability to work in multi-disciplinary teams
- Strong Communication and documentation skills.

Desirable Work Experience:

- Prior experience in managing file work, tender/ expression of interests etc
- Familiarity with working of Government Organisation shall be of added.

Responsibilities

- Supporting the National CSR Award process in documentation/ file work/ reporting as per norms of the Government
- Financial management of the activities of the Award
- Assisting the Steering Committee, Selection Committee and the Grand Jury in their work
- Coordination with various stakeholders
- Any other work/ task given by the Administration/ HR Deptt.

3. **FELLOW- FOIR**

Qualification:

- Bachelor of Law (LLB)/ Master of Business Management / Post-graduate degree in Social Sciences/LLM/ other relevant field.

Experience

- Minimum 2 years of work experience in conducting Social Science Research with proven knowledge of Qualitative and quantitative research.

Desirable:

- Prior work experience in the field of work relating to government regulators.

Skill Set:

- Leadership skills.
- Project management.
- Understanding of Market Regulation in India.
- Research and writing skills.
- Excellent communication skills.

Activities:

- Helping in day to day administration of the FOIR Centre at IICA.
- Work pertaining to course curriculum development of training modules.
- Delivering lectures in the concerned specialized subjects
- Assist in course designing for training programs and academic programs.
- Assist in conducting examination, prepare question papers and evaluation.
- All work relating to the academic and non academic activities in FOIR.
- Administrative and financial compliances.
- Planning and implementation of various activities (on site and off site) of FOIR
- Managing tenders and handling vendors.
- Liaison with all stakeholders at FOIR, CERC and IICA.
- Complete assistance in the conduct of the Annual General Meeting, other meetings and other activities such as webinars/seminars/capacity building activities from time to time.

Key Tasks:

- Overall management of FOIR Secretariat

4. Research Associate- FOIR**-Essential Qualification:**

- Bachelor of Law (LLB)/ Master of Business Management / Post-graduate degree in Social Sciences/LLM/ other relevant field.

Essential Experience:

- Minimum 1 year or more of work experience with proven skills in research and writing/project management preferably in the area of regulatory affairs.
- Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools
- Professional experience in writing and publishing technical reports, documentation.

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		Organization from where received	Nature of Training received	Remarks
	From	To			

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.) ResidenceMobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate