

**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](mailto:gauri.raina@iica.in)

F.No. IICA-2-44/2012

Date: 10.10.2022

**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 **31.10.2022 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 on or before due date 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.	Program Manager (One)	National CSR Awards Secretariat	Contractual	1,10,000/ -
2.	Consultant- Coordinator (One)	National CSR Awards Secretariat	Contractual	60,000/-

## **1. Program Manager-National CSR Awards Secretariat**

### **Essential Qualification:**

Bachelor's degree in Social Sciences/works , or development sector or Law or Business Management or technology from recognized University/institute with minimum 60% marks in aggregate. Master's degree would be preferred.

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

- Minimum 8 years work experience with a minimum of 3 years' experience in the field of CSR, Sustainability, ESG, Corporate Governance, Board Practices.
- Adherence to highest standards of professionalism, ethics and integrity
- Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc. for upscaling of the standards of the processes associated with the National level awards of GOI.
- Ability to work in multi-disciplinary teams
- Strong Communication and documentation skills.

### **Desirable Work Experience:**

- Familiarity with working of Government / Autonomous Organisation / think tank would be of added advantage.

### **Job Responsibilities**

1. To assist the Nodal Officer, NCSRA and the Secretariat to manage the entire cycle for National CSR Awards –inviting nominations, coordination for detailed submissions by the companies, scrutiny of nominations,, overseeing and monitoring the conduct of field verification of applicant companies through the expert committee members/institutions, publication of coffee table book, brochure and other collatorals, production of content for video and other documentaries on best practices of winner and runners up and other associated work for various phases of the NCSRA.
2. Proactively working on compilation of the best practices of the companies on CSR and advocacy thereon
3. To work with the secretariat for the identification and selection of expert agencies/institutions for the conduct of the awards from the stage of inviting nominations till the conduct of awards ceremony.
4. Liaison and coordination with external agencies, institutions, companies, administrative ministry and other stakeholders for various works as assigned by the Nodal Officer from time to time.
5. Fair understanding of ICT based initiatives for coordination on development of web based application / APP for adding digital interface to the awards process/stages.
6. Any other work, as assigned for the successful conduct of the NCSRA related work, not explicitly mentioned otherwise.

## **2. Consultant- National CSR Awards Secretariat**

### **Essential Qualification:**

- Graduate in any field.

### **Essential Experience:**

- Minimum experience for a period of 3 years required in the field of CSR, Sustainability, ESG, Corporate Governance, any national level government of India awards as approved by MHA.

### **Job Responsibilities:**

- a) Coordination with the Nominating Organizations including Central Ministries, State Governments/ UTs, Industry Chambers, Institutions, SME Chambers and Associations
- b) Responding to written inquiries of the companies, nominating organizations and others such identified stakeholders during various phases of the awards
- c) Preparing first draft of Agenda Notes and PPTs for various high level meetings, and minutes of meeting of Grand Jury, Steering Committee, Expert Committee
- d) Ensuring the correctness of information, data, financial figures in all correspondence and meeting notes
- e) Assisting Programme Manager in the preparations for the Awards Ceremony
- f) Coordination with MCA21 for regular updates of information and documents on the CSR portal, development of forms for nominations and detailed submissions, and in different phases in the awards
- g) Keeping the NCSRA page updated on CSR portal, IICA website and MCA website on regular basis
- h) Responding to the emails / written inquiries of the companies
- i) In-charge of the event management including end to end organizing, logistics support, coordination and follow-up for regional awareness workshops, panel discussions, exhibitions, essay competitions, and public engagement events
- j) Logistics coordination for organizing Jury, Steering Committee, Expert Committee meetings, Jury meetings etc.

### **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