

IICA No./2-44/2012(II)
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

Subject: Filling up of the positions of Senior Consultants/ Consultants on purely contractual basis.

Applications are invited from interested and eligible persons to fill up the following positions of Senior Consultants/ Consultants in the Indian Institute of Corporate Affairs on purely contractual basis on payment of monthly consolidated fees as per details given below:

S. No.	Name of the Position	Field/ Activity	No. of Positions	Consolidated fee
1	Senior Consultant	Centre for Business Innovation	One(01)	50,000
2	Senior Consultant	School of Corporate Governance & Public Policy	One(01)	50,000
3	Senior Consultant	School of Corporate Law	One(01)	50,000
4	Senior Consultant	e-governance	One(01)	50,000
5	Consultant	Finance	One(01)	30,000
6	Consultant	e- governance	One(01)	30,000
7	Consultant	Centre for Institutional Partnership and Corporate Communications	One(01)	30,000

Centre for Business Innovation: IICA provides institutional support for research projects to identify opportunities, development of prototypes, incubation support and help in exploiting potential to address the ingenuity, agility and resourcefulness of the small entrepreneur in India. The Centre is also going to look after the IT services essential to the functioning of IICA.

School of Corporate Governance & Public Policy: Management expertise deals with the organization, raising & management of capital, understanding of operating procedures and production resources and their combined utilization for productive economic purposes through responsible corporate governance. The School of Corporate Governance& Public Policy aims to provide the knowledge and expertise to meet the challenges of inclusive and sustainable corporate

operation and growth. With the focus shifting from regulation to delivery, the school aims to create capacity to render advice on systemic reforms on one end as well as improve service delivery at the other end. This includes the study of the management of regulatory and administrative systems of the Ministry and its field officers on an on-going basis with a view to continuously improving these systems. The School of Corporate Governance & Public Policy strives to contribute towards a better understanding of corporate management issues and to consolidate the position of IICA as a high quality institute and think tank.

School of Corporate Law

The School undertakes instructions in a manner designed to encourage and facilitate the development of an enabling framework for company managers and professionals to discharge their regulatory compliance responsibilities. The course includes in depth study of all legal provisions and acts that directly or indirectly impact the form and function of corporate entities. Study of Corporate Law and Company Regulation a ; Limited Liability Partnership Law; the regulation and function of professional bodies through the Chartered Accountants Act, the Cost and Works Accountant Act and the Company Secretaries Act; understanding the scope and limitations of the Partnerships Act and Societies Registration Act, are all aimed at creating an environment of enlightened legal ease.

Centre for e-governance: The Centre aims to support regulation in e-governance at the business enterprise level to ensure stakeholder participation. The study, discussion and dissemination of effective e-solution models, and value added services form part of the functions of the Centre.

School of Finance: The School of Finance is focused on the study, research and capacity building with regard to financial and regulatory issues. Short programmes and training workshops on regulation of corporate financial disclosures, accounting and auditing are conducted as a part of the capacity building initiative.

Centre for Institutional Partnership:

The Centre's activities include collaboration with its partners for exchange of knowledge and information, joint research, development and execution of training programmes and seminars and workshops.

- ❖ The interested candidates may send in their applications in the prescribed format of application, duly completed, giving complete bio-data accompanied by the self attested copies of academic and experience certificates / testimonials. The application should reach-

The Manager (HR), "B" Wing, 2nd floor, Paryavaran Bhawan , CGO Complex, Lodhi Road , New Delhi -110003 on or before 22nd May '2015.

- ❖ The details regarding qualifications, experience and other eligibility conditions required for the post are indicated in Annexure-I.
- ❖ **Place of posting:** IICA, IMT Manesar, Distt. Gurgaon (Haryana)
- ❖ The shortlisted candidates having more length of service/experience in the relevant field fulfilling the eligibility conditions shall only be called for interview.

Sr. Consultant- Business Innovation
Educational Qualification
Essential
MBA (General Management)/Post Graduate Diploma in Business Administration /Chartered Accountant(C.A)/Cost Accountant(ICWA) from a recognized Institute / University.
Desirable
<ul style="list-style-type: none">○ Strong analytical & communication skills, both oral and written○ Experience in computer skills and preparation of Reports/Notes Briefs etc.○ Ability to take initiative.○ Good computer knowledge with ability to analyse data.
Experience
Essential
<ul style="list-style-type: none">○ Minimum of 5 years of experience covering areas of Corporate Affairs.○ Demonstrated experience of Business Development, Consumer Insights & Business Management., Business Planning and Project Management.
Desirable
<ul style="list-style-type: none">○ Worked and/or developed a start-up/entrepreneurial venture.○ Experience in the area of entrepreneurship development.○ Strong Communication and documentation skills.○ Strong analytical (Qualitative and Quantitative) and research skills.○ Experience of working with Government Organisation/Corporate / Autonomous Body/PSU

Sr. Consultant- CG&PP

Educational Qualification

Essential:

Post-graduate degree in Commerce or Economics / MBA from a recognized University or equivalent with minimum 55% of marks in aggregate at both the post graduate degree and under-graduate degree levels.

Desirable:

Those who have completed M.Phil & pursuing their doctorate programme will be preferred.

Experience

Essential

Minimum 3-year experience in research and/or teaching and/or designing, co-ordinating & organizing educational programmes.

Desirable:

- Strong analytical & communication skills, both oral and written.
- Experience in computer skills and preparation of Reports/Notes Briefs etc.
- Ability to take initiative.
- Good computer knowledge with ability to analyse data using Excel and other research softwares.

Sr. Consultant-e-Governance

Educational Qualification

Essential:

BE /B. Tech –Computer Science with more than 60%

Desirable:

- Strong analytical & communication skills, both oral and written
- Excellent presentation Skill
- Excellent understanding the software requirement .(Identify product requirements and potential improvements)
- Good Experience of functional and non-functional requirement and software development gap and Experience in security and performance improvement areas in software

Experience

Essential:

- Minimum of 3 years of experience of software development /designing in /Java /J2ee Technology
- The candidate must have actual software development experience in big consulting and MNCs
- Demonstrated experience of Business Development, Consumer Insights & Business
- Experience with Java application development, robust understanding of Object Oriented Programming concepts and design and good knowledge of Java /J2ee coding standards and SDLC processes.
- Strong OOPS concepts and expert in Core Java, J2EE(Spring and Hibernate), XML Technologies, Hands on experience with Java & UI debugging tools, Excellent Analytical and troubleshooting skills and Deep understanding of Web2.0 UI technologies like, JavaScript, CSS, XSL, etc...Strong database skills (Oracle & MSSQL)
- Proven expertise in web technologies (Java/J2EE). Good understanding of Web Application architecture (n-tier). Development background with a strong knowledge of how to create, setup, and configure Java based solutions - Comfortable setting up Java based software and tuning the JVM.
- Strong practical experience of performance engineering at all layers is required with experience in techniques such as profiling (manual & automated) is essential.
- Capable of understanding end user requirements from security perspective.- Ability to set/identify security testing objectives and develop security test strategy to execute security test cases.
- Ability to learn and stay up to date on new technologies and trends, Team player and the ability to communicate effectively, Excellent written and verbal communication skills and Ability to work under tight deadlines and reliably deliver work of the highest standards on time
- Experience in software Performance optimization and Software Security Standards

Sr. Consultant-School of Corporate Law

Educational Qualification

Essential:

LL.B from recognised University or its equivalent with minimum 50% marks in aggregate

Desirable:

LL.M or higher degree in the field of Law with specialisation in Corporate Law from a University.

Experience

Essential:

Minimum 3 years' experience in the field of academics or practice of Law.

Desirable:

Experience in curriculum design, training and capacity building, conducting academic programs, development of modules and other reference materials.

Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc. and ability to draft / generate well analyzed research reports will also be desirable.

Consultant- School of Finance
Educational qualification
Essential:
Graduate degree in Commerce or Economics or Statistics/ MBA from a recognized University or equivalent with minimum 55% of marks in aggregate or Chartered Accountant / Company Secretary / Cost Accountant.
Desirable:
Those who have completed M.Phil / NET /SLET and having publications will be
Experience
Desirable:
<ul style="list-style-type: none"> ○ Excellent Communication skills in English, written and verbal. ○ Ability to prepare well analyzed Reports / Notes / Briefs etc. ○ Good computer knowledge (MS Office) with ability to collect and analyze data using spreadsheets and other research softwares.

Consultant- Centre for e-Governance

Educational Qualification

Essential:

BE /B. Tech –Computer Science with more than 60%

Desirable:

- Strong analytical & communication skills, both oral and written
- Excellent presentation Skill
- Excellent understanding the software requirement .(Identify product requirements and potential improvements)
- Good Experience of functional and non-functional requirement and software development gap and Experience in security and performance improvement areas in software

Experience

Essential:

- Minimum of 1year of experience of software development in Java /J2ee Technology.
- The candidate must have actual software development experience.
- Should have worked JAVE/J2EE(Spring and Hibernate)Technologies, Hands on experience with Java & UI tools.
- Ability to learn and stay up to date on new technologies and trends, Team Player and the ability to communicate effectively, Excellent written and verbal communication skills and Ability to work under tight deadlines and reliably deliver work of the highest standards on time.

Consultant- Centre for Institutional Partnership

Educational Qualification

Essential:

Bachelors degree in Business/Marketing/International Relations or a related field

Desirable:

- Experience of working in the Corporate Sector or with international organisations.
- Strong analytical & communication skills, both oral and written
- Excellent presentation Skill
- Excellent IT skills, including but not limited to MS Office, website management and social media
- Experience in report writing and designing templates
- Excellent secondary research skills

Experience

Essential:

- A minimum of 2 years of work experience in the field
- Experience of working in the corporate sector or with international organisations

Desirable

- Experience of coordinating meetings and events

General conditions:

1. Those who are eligible and interested may submit their application along with their curriculum vitae including details of their qualifications and employment background.
2. The positions are purely contractual and those engaged will not have any claim for regular appointment or absorption in any of the posts/ positions at IICA.
3. The applicant should apply for only one position and the position applied for must be clearly mentioned in the application form.
4. Application received after the last date will not be accepted.
5. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

NOTE-II: IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, INSTITUTE WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- (a) "On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed"
- (b) On the basis of higher educational qualifications than the minimum prescribed in the advertisement
- (c) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
- (d) By counting experience before or after the acquisition of essential qualifications
- (e) By holding a Recruitment Test.

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.

Annexure-II

Format of application for Sr. Consultants/ Consultants on Contract basis in IICA.

(Applicants should submit only one application)

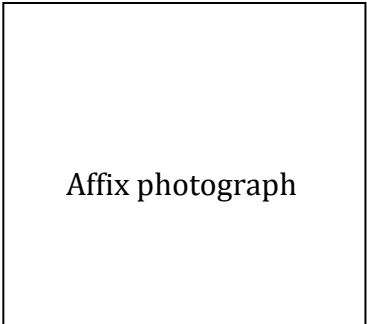
1. Sl. No. and name of the Position applied for:

2. Name of the applicant:

3. Date of birth:

4. Date of retirement under the rules, if applicable:

5. Qualifications possessed:



Essential:

(1)

(2)

(3)

6. Desirable qualifications/ experience possessed:

7. 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

8. (i) Present position held, if any:

(ii) Scale of pay/ Pay Band/ Present pay:

(iii) Date from which held:

9. 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)

10. Experience:

11. Why do you consider fit for selection to the position applied for?:
(in not more than 200 words)

(Please enclose a separate sheet)

12. (i) Present positional address with Pin Code Number:

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

13. Any other relevant information:

Place:
Dated:

Signature of the Candidate