

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

Date: 27.09. 2018

**WALK-IN-INTERVIEW FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN
INSTITUTE OF CORPORATE AFFAIRS**

Interested and eligible candidates are invited for walk-in-interview for various positions in Indian Institute of Corporate Affairs, purely on contractual basis. Candidates are required to report between 10.00 am and 11.00 am **on 3rd October 2018 at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052**. The details of eligibility conditions, remuneration, terms and conditions etc. can be downloaded from the websites: www.iica.in.

Sd/-

(Manager (HR) and CAO, IICA)

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The engagement will purely be on contractual basis initially for a period of **one year** if otherwise not extended or curtailed. 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:-

| Sl. No. | Name of the position | Field | Category | Monthly Consolidated fee (Rs.) P.M. |
|---------|--|---|-------------|---|
| 1. | Senior Research Associate (01) | Centre for Business Innovation | Contractual | 50,800 |
| 2. | Senior Consultant (01) | School of Finance | Contractual | 75,000 (Negotiable, Higher salary may be considered for Exceptionally bright candidates) |
| 3. | Coordinator - Training & Administration (01) | Investor Education & Protection Fund (IEPF) | Contractual | 75000-100000 (Negotiable) |
| 4. | Senior Consultant (01) | Centre for Excellence & Sustainable Development | Contractual | 75,000-1,00,000 (Negotiable) |
| 5. | Senior Consultant (01) | Finance Division | Contractual | 50,800-75,800 |
| 6. | Consultant (01) | National CSR Awards Secretariat | Contractual | 60,000 |
| 7. | Interns (02) | School of Competition Law & Market Regulations | 2 months | Upto 5000 |
| 8. | Senior Research Associate (01) | School of Corporate Law | Contractual | 50,800 |

1. Senior Research Associate – Centre for Business Innovation

Essential Educational Qualification

- Bachelor's degree in Engineering/Management with a MBA degree/M.Tech.
- Proven track record of managing large projects
- Excellent organizational, interpersonal and communication skills

Desirable Qualification

- Research work/studies in the field of business innovation and incubation.

Experience

- 4-5 Years of experience in which preferably 2 years prior experience in business incubator or related areas.

Responsibilities:

Skill sets required:

- Good Knowledge and sound understanding of current trends related to start-up incubation in India & abroad
- Understanding of investment issues of start-up companies.
- Flair for reading and writing the related subject matter

2. Senior Consultant – Finance

Qualification:

Essential Educational Qualification:

Masters degree in Finance, Commerce, Management, Economics or a qualified CA / CFA / CS / CMA with First Division (or equivalent grade).

Desirable Qualification

Ph.D/ M.Phil / UGC NET qualification.

Publication / presentation of research papers in refereed international & national journals / conferences.

Experience:

- i. 15-20 years of relevant experience Demonstrated proficiency in computer based statistical tools and applications
- ii. Excellent verbal, written English communication skills with documentation abilities
- iii. Prior experience in research and capacity building activities, report writing, content development
- iv. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.

Responsibilities

A. Research and scholarship:

- i. To develop research proposals and projects independently
- ii. To conduct and deliver collaborative / individual research projects
- iii. To identify sources of funding and contribute to the process of securing funds
- iv. To organise / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities
- v. To apply body of knowledge in appropriate research, advocacy , training activities by developing study modules, research papers & reports, concept papers etc.
- vi. To support the School in emerging as a thought leader in the subject by contribution in research, teaching, training, publications, surveys, advocacy etc.

B. Liaison & Networking:

- i. To collaborate actively within and outside the Institute
- ii. To develop network with government, public and private sector organizations & funding agencies for identifying sources of funding / income through research & consultancy projects, sponsorships, training activities etc.

C. Planning &Organising:

- i. To plan, co-ordinate and implement the programs, training and research based work from end to end
- ii. To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders

D. Administrative and People Management Support:

To support and assist the head of school and other staff members in general administration, managing people-process-products.

3. Coordinator - Training & Administration - Investor Education & Protection Fund (IEPF)

Qualification:

Essential Educational Qualification

Master's Degree in Commerce, Management, Marketing, Human Resource Management, Psychology, Vocational Education, Business Administration and related fields with First Division (or equivalent grade). Preference will be given to **CFP Certification** holders.

Essential Work Experience

Minimum 5 years' experience in the field of Business Administration, Capacity Building, Research and Training will be preferred.

Command over Computer applications, MS Office including Excel, Word, PowerPoint and Access etc.

Extensive knowledge of instructional design theory and implementation and learning management systems and web delivery tools, proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate) and experience with E-Learning platforms will be an added advantage.

Experience:

Desirable Experience

Desirable work experience as a Training Coordinator, Trainer, Training Facilitator or similar role will be desirable

Desirable experience in conducting financial literacy, investor awareness programmes.

Desirable Skills

The ability to effectively communicate with a broad range of audiences and the highest levels of management

Ability to juggle multiple tasks with changing priorities in a dynamic, deadline-driven environment

Responsibilities:

A. Duties and Responsibilities

Development of Content/Modules related to investor education/ financial literacy themes like savings, investing, retirement, financial frauds etc.

B. Conducting Training and Seminars

- i. Identifying training needs assessment for the target audience and find out knowledge or skill gaps that need to be addressed
- ii. Design and develop training programmes and modules
- iii. Select appropriate training methods
- iv. Mapping out training plans and schedules
- v. Empanelment and monitoring of Resource Persons
- vi. Organise Train the Trainer (TOT) for Resource Persons/ Subject Matter Experts
- vii. Rolling out of training programs/ Investor Awareness Programs/ Investor Advocacy workshops
- viii. Assess instructional effectiveness and determine the impact of training on target audience and KPIs
- ix. To Develop soft skills and communication skills among the trainees along with job specific skills
- x. Research and recommend new training methods like gamification
- xi. Gather feedback from trainers and trainees after each educational session
- xii. Partner with internal stakeholders and liaise with experts regarding instructional design
- xiii. Assist the Head in Module Development activities
- xiv. Timely reporting of progress to the Ministry/ Funding Authority

C. Providing administrative and People management support

To support and assist the head of school and other staff members in general administration, managing people-process-products.

4. Senior Consultant – Centre for Excellence & Sustainable Development.

Qualification:

Essential Educational Qualification

Qualification:

-MSc in Natural Science/Environmental Science/ Sustainability (Minimum First Division & above)

-Specialized PG Certificate/Diploma/Degree in related subject of Sustainability, would be preferred

Experience:

Essential Work Experience

-0-3 years' experience in the area Of:-Project work/studies in the field of Water, Waste, Bio-diversity etc.

- Knowledge of GHG Accounting, Water accounting
- Sustainability Strategy and Assessment of Sustainability Risks/Challenges including Mitigation actions
- Climate change mitigation/adaptation & Low Carbon growth projects.
- Sustainability reporting.

Responsibilities:

1. Organizing Capacity Building Programmes with focus on “Strategizing CSR for Sustainable Development” Preparation of modules and imparting training in the area of CSR and Sustainability Development of Baseline Survey & Micro Plan Reports Nodal point of contact – MoU between CESD/IICA & partner organization Interns guide and coordinator of internships in CESD ·
2. Preparing consultancy proposals to corporates in area of CSR and Sustainable Development ·
3. Preparation of work plan for the “Centre of Excellence for Sustainable Development” ·
4. Writing articles on CSR & Sustainability programmes for the IICA quarterly newsletter and website Undertaking Research in area of CSR & Sustainability Any other work assigned by CSO

5. Senior Consultant – Finance Division.

Essential Educational qualification:

CA PCC qualified or CA qualified or equivalent.

Work Experience:

Five years of experience in books finalization, stat and internal audit, MIS, GST Returns, TDS Returns, preparing various reconciliations including 26 AS, BRS, expert knowledge in Tally ERP 9 etc. Knowledge of Accounting Standards and other related laws is essential.

Desirable:

Experience of overall management of Books of Accounts at managerial/ supervisory level.

The Selection Committee may relax any of the conditions for deserving candidates.

6. Consultant- National CSR Awards Secretariat

Essential Educational qualification:

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 advantage.

7. Intern/ Project Assistant- Competition Law & Market regulations:

- A five Year or three year degree course in Law- Completed/ Pursuing
- Application format for intern can be downloaded from www.iica.in. (Annexure II not to be filled in by the interns)

8. Senior Research Associate – School of Corporate Law

Qualification:

Essential Educational Qualification

Masters Degree in Law (LL.M) from a recognized University and/or Institute in India or abroad, recognized by the Bar Council of India.

Experience:

Essential Work Experience

2-3 years in the relevant area.

Desirable skills

Higher qualification with specialization in corporate law, competition law, intellectual property, or corporate affairs.

Experience in judicial or legal work, in Supreme Court, High Court or any other court, government or a Regulatory Authority or a Tribunal or any similar forum OR having experience in academics (Law) in any recognized University/Professional Institute of India or abroad with specialization in teaching corporate law, or, Legal Manager or above in the Corporate sector having experience of handling matters relating to Corporate Affairs.

Responsibilities:

A. Research and scholarship:

- i. To develop research proposals and projects independently.
- ii. To conduct and deliver collaborative / individual research projects
- iii. To identify sources of funding and contribute to the process of securing funds
- iv. To Organize / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities
- v. To apply body of knowledge in appropriate research, advocacy, training activities by developing study modules, case studies, research papers & reports, concept papers etc.
- vi. To support the School in emerging as a thought leader in the subject by contribution in research, teaching, training, publications, surveys, advocacy etc.

B. Liaison & Networking:

- i. Collaborate actively within and outside the Institute.

- ii. To develop network with government, public and private sector 10 organizations & funding agencies for identifying sources of funding / income through research & consultancy projects, sponsorships, training activities etc.

C. Planning & Organising:

- i. To plan, coordinate and implement the programs, training and research based work from end to end.
- ii. To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders.

D. Administrative and People Management Support:

To support and assist the head of school and other staff members in general administration, managing people-process products.

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 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 thereof.
- 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. Applicants, who have earlier applied in the time span of 12 months, may not apply again.

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. Interested candidates may furnish their applications while reporting for the walk-in-interview between 10.00 am and 11.00 am on **Wednesday, 3rd October, 2018 (Wednesday) at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon - 122052.**
3. 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)

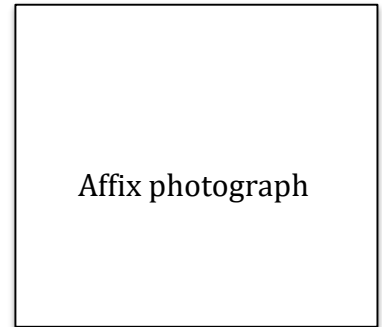
1. Sl. No. and name of the Position applied for:

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 | | Organisation 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 applied for?:

(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: (if any)

(ii) Residential Address-

(ii) Telephone No. (Off.) ResidenceMobile.....e-mail Id.....

12. Any other relevant information:

Place:

Dated:

Signature of the Candidate