

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

Phone.No.: 0124 – 264 0000

Email: <iica.vacancy@gmail.com>

F.No. IICA – 2-44/2012

Date: 04.10.2018

**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 10th 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)	Centre for Excellence & Sustainable Development	Contractual	75,000-1,00,000 (Negotiable)
3.	Senior Consultant (01)	Finance Division	Contractual	50,800-75,800
4.	Consultant (01)	National CSR Awards Secretariat	Contractual	60,000
5.	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 – 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

3. 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.

4. 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.

5. 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 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, 10th 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)

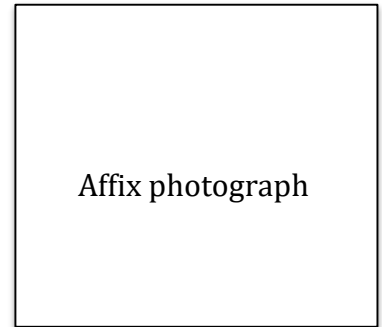
1. Sl. No. and name of the Position applied for:

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