

Indian Institute of Corporate Affairs
(An Autonomous Organization under the Ministry of Corporate Affairs, Govt of India)

Subject: Filling up of the various 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:

<u>S. No.</u>	<u>Name of the Position</u>	<u>Field/ Activity</u>	<u>No. of Positions</u>
1.	Senior Consultant	School of Finance	One (01)
2	Senior Consultant	Business Innovation	One (01)
3	Senior Consultant	School of Corporate Law	Two (02)
4.	Senior Consultant	School of Corporate Governance & Public Policy	One (01)
5.	Senior Consultant	Centre for e-Governance	Two (02)
6	Senior Consultant	Centre for Micro, Small and Medium Enterprises	One (01)
7	Consultant	Centre for e-Governance	One (01)
8.	Consultant	Centre for Micro, Small and Medium Enterprises	One (01)
9.	Consultant	Centre for Sustainability Development	One (01)
10.	Consultant	School of Competition Law & Market Regulations	One (01)
11.	Consultant	School of Corporate Law	One (01)
12.	Project Coordinator	CSR PMU	One (01)
13.	Field Officers	CSR PMU	Five (05)
14.	Consultants	Social and Marketing Outreach	Two (02)

2. Eligibility Criteria

The details regarding essential and desirable qualifications, experience required for the positions are indicated in **Annexure-I**.

3. Consolidated Emoluments: The monthly consolidated fees payable shall be as follows:-

S. No.	Position	Monthly Consolidated fee (Rs.)
1.	Sr. consultant	50,000
2.	Consultant	30,000
3.	Project Coordinator	60,000
4.	Field Officers	30,000

4. No TA/DA is admissible for attending the interview.

5. Last date for receipt of the applications in the IICA shall be 27th March, 2017.

The crucial date for determining eligibility shall be the closing date of receipt of the applications. The applications complete in all respects as per the prescribed Performa indicated at **Annexure-II** should be forwarded to the" **Assistant Manager (HR), Indian Institute Of Corporate Affairs, Plot No.6,7,8, sector- 5, IMT Manesar, Pin-122050**".

1. Senior Consultant- School of Finance

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1.	Senior Consultant	1	<p>Essential Educational Qualification</p> <p>Master degree in Finance or Commerce or Management or a qualified Chartered Accountant with First Division(<i>or equivalent grade</i>).</p> <p>Desirable Educational Qualification</p> <ul style="list-style-type: none"> ▪ UGC NET qualification ▪ Publication of research papers in refereed international and national journals <p>Essential Work Experience</p> <ul style="list-style-type: none"> ▪ Minimum 3-5 year experience in the field of finance and administration ▪ Command over computer applications, MS Office including Excel, Word, Powerpoint and Access etc. 	<ul style="list-style-type: none"> ▪ Independently managing the entire cycle for a capacity building programme, i.e. conceptualising, promoting and conducting short-term capacity building courses in the area of Finance. ▪ Identify opportunities, initiate, organise and coordinate, solely or with partners, training programmes, seminars, workshops, conferences, research, consultancy etc. ▪ Assist in the development of training modules and successful rolling out of various certification courses, programmes etc. (<i>including marketing</i>) ▪ Undertake all related activities to ensure that School of Finance undertakes high quality action research, trainings, certificate programs, consultancy etc. ▪ Represent IICA on relevant panel discussions and events

			<ul style="list-style-type: none"> ▪ Ability to work in multi-disciplinary teams ▪ Excellent verbal and written communication skills in English ▪ Strong documentation skills. <p>Desirable Work Experience</p> <ul style="list-style-type: none"> ▪ Prior experience in research and capacity building activities in the area of finance ▪ Experience of conducting research and writing research papers, publications, content development etc. ▪ Prior experience in marketing and administration of academic / training programmes along with writing proposals for approval <p>Familiarity with working of Government Organization shall be of added advantage</p>	<ul style="list-style-type: none"> ▪ Monitor programmes and expenditure of the School of Finance and make necessary presentations from time to time within IICA ▪ Assist the Head, School of Finance in all activities (<i>academic or administrative</i>) ▪ Any other task assigned by the Head, School of Finance
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2. Centre for Business Innovation

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1.	Sr. Consultant	1	CA/ MBA with minimum 3-5 years of working experience.	training, office work, fund raising, corporate advisory, research et al.

3. School for Corporate Law

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1.	Sr. Consultant	1	<p>Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's level in Law from an Indian University, or an equivalent degree from an accredited foreign university with min. 3-5 years of working experience.</p> <p>Desirable qualifications:</p> <p>Candidate with National Eligibility Test (NET) conducted by the UGC or similar test accredited by the UGC like SLET/SET.</p> <p>Sustained record of high quality research</p>	<ol style="list-style-type: none"> 1. Formulating research and training programs 2. Participating in advertising the programs offered by the School. 3. Regular research work in Corporate & Allied Laws. 4. Taking part in regular School's Administrative Work. 5. Conducting School's offline and online courses etc. 6. Handling the assignments individually, entrusted by the Head of the School. 7. Guiding Interns at the School and related

			<p>publications.</p> <p>Preference would be given to the candidates having degrees from an accredited Foreign Universities or National Law Universities.</p>	<p>administrative work</p> <p>8. Assisting the Head of the School in regular work.</p>
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4. School for Corporate Governance & Public Policy

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1	Senior Consultant-	1	<p>Master degree in management/ Finance/economics/law and /or CS/CA/CMA with minimum 55% marks or equivalent from a recognized university/Institute at Master and bachelors level.</p> <p>Experience: minimum 3-5 years in teaching/ research/ consulting in the relevant discipline.</p>	<ul style="list-style-type: none"> • To design, develop, market and deliver training programmes/workshops in Corporate Governance • To design, develop, market the certification courses in Corporate Governance • To participate in research, consulting and other institution development activities of the school

5. Centre for e-Governance

Sl. No.	Name of the Position	Number Required	Qualification	Responsibility
1	Sr. Consultant	1	Bachelor's degree in IT /Computer Science and Engineering (BE/B.Tech) or MCA. Or MBA in Marketing with BE/B.Tech in IT /Computer Science & Engineering will be preferred. Experience -3 -5 years	1) Software development in JAVA/J2ee or .Net technology 2) Data Analytics 3) Sales & Marketing

6. Centre for MSME

SL.No.	Name of the Position	Number Required	Qualification	Responsibility
1.	Senior Consultant	One (1)	<p>I. B.Tech/ICWAI/MBA/Technical Qualification in Business Management / Entrepreneurship Development or related field at the Master Degree Level</p> <p>II. Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.</p> <p>III. Strong Communication and documentation skills</p> <p>Essential Work Experience :</p> <p>I. At least 3-5 years recent & relevant project management / program management experience.</p> <p>II. Demonstrable experience of planning, designing, managing and monitoring projects / programs in the domain of the industry / learning & development verticals.</p> <p>Desirable Work Experience:</p> <ul style="list-style-type: none"> • Prior experience in research and capacity building activities in the key area of Management. • Prior experience in marketing and administration of academic programs along with writing proposals for projects. 	<p>I. To help the Centre in the areas of course curriculum, development of training modules, helping the Centre in day-to-day administration and delivering lectures in the relevant subjects to participants.</p> <p>II. Independently managing the entire cycle for a capacity building programme i.e. conceptualizing, promoting and conducting short-term capacity building courses in the key areas identified by Centre for MSME.</p> <p>III. Identify initiatives and projects to be</p>

				<p>anchored with Centre for MSME for revenue generation for the MSME Centre of the Institute.</p> <p>IV. Time to time identify target-focused areas wherein Research projects can be undertaken for the MSME centre.</p>
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7. Consultant- Centre for e-Governance

SL.No	Name of the Position	Number Required	Qualification	Responsibility
1.	Consultant	1	<p>Bachelor's degree in IT /Computer Science and Engineering (BE/B.Tech) or MCA.</p> <p>Or</p> <p>MBA in Marketing with BE/B.Tech in IT /Computer Science & Engineering will be preferred.</p> <p>Experience -0-3 years</p>	<p>1) Software development in JAVA/J2ee or .Net technology</p> <p>2) Data Analytics</p> <p>3) Sales & Marketing</p>

8. Centre for MSME

SL.No	Name of the Position	Number Required	Qualification	Responsibility
1.	Consultant	One (1)	<p>I. B.Tech/ICWAI/MBA/Technical Qualification in Business Management / Entrepreneurship Development or related field at the Master Degree Level</p> <p>II. Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.</p> <p>III. Strong Communication and documentation skills</p> <p>Essential Work Experience :</p> <p>I. 0-3years recent & relevant project management / program management experience.</p> <p>II. Demonstrable experience of planning, designing, managing and monitoring projects / programs in the domain of the industry / learning & development verticals.</p> <p>Desirable Work Experience:</p> <ul style="list-style-type: none"> • Prior experience in research and capacity building activities in the key area of Management. • Prior experience in marketing and administration of academic programs along with writing proposals for projects. 	<p>I. To help the Centre in the areas of course curriculum, development of training modules, helping the Centre in day-to-day administration and delivering lectures in the relevant subjects to participants.</p> <p>II. Independently managing the entire cycle for a capacity building programme i.e. conceptualizing, promoting and conducting short-term capacity building courses in the key areas identified by Centre for MSME.</p> <p>III. Identify initiatives and projects to be anchored with Centre for MSME for revenue generation for the MSME Centre of the Institute.</p> <p>IV. Time to time identify target-focused areas</p>

				wherein Research projects can be undertaken for the MSME centre.
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9. Centre for Sustainable Development

Sl. No.	Name of the Position	Number required	Qualification & Experience	Responsibility
1.	Consultant	1	<p>Qualification:</p> <ul style="list-style-type: none"> -MSc in Natural Science/Environmental Science/ Sustainability (Minimum First Division & above) -Specialized PG Certificate/Diploma/Degree in related subject of Sustainability, would be preferred <p>Experience:</p> <p>0-3 years' experience in the area Of:</p> <ul style="list-style-type: none"> -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. 	<p>Organising Capacity Building Programmes with focus on "Strategizing CSR for Sustainable Development"</p> <p>Preparation of modules and imparting training in the area of CSR and Sustainability</p> <p>Development of Baseline Survey & Micro Plan Reports Nodal point of contact – MoU between CESD/IICA & partner organisation</p> <p>Interns guide and coordinator of internships in CESD · Preparing consultancy proposals to corporates in area of CSR and Sustainable</p>

				<ul style="list-style-type: none"> Development Preparation of work plan for the “Centre of Excellence for Sustainable Development” 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
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10. Consultant- Competition Law & Market Regulations

S.No.	Name of the Position	Number required	Qualifications	Responsibilities
1	Consultant	1	<p>Educational:</p> <p>Essential a bachelor degree in law or Economics/ Business Administration or a relevant subject</p> <p>Essential Work Experience:</p> <ul style="list-style-type: none"> - 0-3years experience in the field academics / practice of Law / Economics/ marketing and administration. - 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. <p>Desirable Work Experience:</p> <ul style="list-style-type: none"> - Prior experience in marketing and administration of academic programmes along with writing proposals for approval. - Familiarity with working of Government Organisation shall be of added advantage. - Experience in academic course management will be desirable. 	<ol style="list-style-type: none"> 1. Supporting senior staff in documentation/ file work/ reporting as per norms of the Government 2. Supporting senior staff in promotion of capacity building programmes launched by the School of Competition Law and Market Regulation 3. Financial management of the activities of the School of Competition Law and Market Regulation

11. Consultant -School of Corporate Law

S.No.	Name of the Position	Number required	Qualifications	Responsibilities
1.	Consultant	1	<p>Essential Qualifications: Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Graduation level in Law from an Indian University, or an equivalent degree from an accredited foreign university with at least 0-3 years of experience in the relevant area.</p> <p>Desirable qualifications:</p> <ol style="list-style-type: none">1. Sustained record of high quality research publications.4. Preference would be given to the candidates having degrees from an accredited Foreign Universities or National Law Universities.	<ol style="list-style-type: none">1. Assisting in research work in Corporate & Allied Laws.2. Assisting in training programs3. Assisting the Head of the School.4. Participating in advertising the programs offered by the School.5. Assisting the officers of the School in offline and online courses etc.6. Any other work entrusted by the Head of the School.

12. Project coordinator

S.No.	Name of the Position	Number required	Qualifications	Responsibilities
1.	Project coordinator	1	<p><u>Qualifications:</u> <u>Education and/or Experience</u></p> <p>Bachelor's degree from an accredited college (First division); Master's degree a plus: 10-15 years of increasingly responsible relevant work experience; previous experience working in social sector.</p> <p><u>Skills, Knowledge, and Abilities:</u></p> <p>Must have proficiency in MS Word, MS Office etc. Strong interpersonal, written, and oral communication skills are required. Must have the ability to effectively prepare and present information to various groups. The ability to work independently or with others to manage multiple tasks with minimal supervision is essential. Knowledge of development sector to develop and implement CSR Projects.</p>	<ol style="list-style-type: none"> 1. Organize, attend, and/or participate in meetings related to the execution of project. 2. Serve as spokesperson for the organization at meetings with the Implementation Partner and client. 3. Responsible for successful and timely completion of the project assigned. 4. Developing and implementing all activities and strategies to promote timely achievement of milestones/targets. Establish and maintain effective relationships with other parties like the Implementation partner and the client. 5. Develop and implement an annual/quarterly monitoring plan. Monitoring can be done through a combination of human resource physical presence or through Internet, etc. 6. Performs and

				<p>supervises all external communication, public relations, documentation and data management relating to project;</p> <p>7. Supervise the efforts of filed officers.</p> <p>8. The Project Coordinator assists the Project Deputy Director and report to Project Director with the aforementioned duties and performs other related tasks as required.</p>
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13. Field Officers

S.No.	Name of the Position	Number required	Qualifications	Responsibilities
1.	Field Officers	5	<p><u>Qualifications:</u> <u>Education and/or Experience</u></p> <p>Bachelor's degree from an accredited college or university in any discipline (First Division), Master's degree in Social Work will be a plus: 01-02 of increasingly responsible relevant work experience.</p> <p><u>Skills, Knowledge, and Abilities:</u></p> <p>Must have proficiency in Communication, MS Office Applications, MS Word. Strong interpersonal, written, and oral communication skills are required. Must have the ability to effectively prepare and present information to various groups. The ability to work independently or with others to manage multiple tasks with minimal supervision is essential. Knowledge of social sector working to develop and implement strategies.</p>	<ol style="list-style-type: none"> 1. Frequently visit to project sites; 2. Attend, and/or participate in stakeholder meetings/consultations; 3. Serve as spokesperson for the IICA at meetings in the villages; 4. Oversee the development of project in the allotted state. This can be done through a combination of personal contacts, the Internet, physical presence etc.; 5. Responsible for overall coordination with Implementation Partner and contractors for the infrastructure development in the allotted state; 6. Developing and implementing all activities and strategies to promote smooth working of the project; 7. Establish and maintain effective relationships with local/state agencies, local panchayats and

				<p>other parties to resolve issues, if arises;</p> <p>8. First level of monitoring;</p> <p>9. Supervises the quality of infrastructure developed.</p> <p>10. Supervise the efforts of Contractors/labor/low level staff members.</p> <p>11. The Field Officer assists the Programme Coordinator with the aforementioned duties and performs other related tasks as required.</p>
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14. Consultants (Social Media and Marketing outreach)

Sl. No.	Name of the Position	Number Required	Qualifications	Responsibilities
1	Consultant	01	<p><u>Consultant -01</u></p> <p><u>Qualification-Social Media</u></p> <p>Bachelor's Degree of an accredited college, Institute or university in Journalism, Social Media, Marketing / Advertising or related field.</p>	<p><u>Consultant</u></p> <p><u>Responsibility- Social Media</u></p> <ul style="list-style-type: none"> • As part of market outreach, initiate activation and maintenance of social media platforms • Regularly generate content and design elements for posting

			<p>Master's Degree will be an advantage</p> <p>Experience</p> <p>0-3 years of work experience</p>	<ul style="list-style-type: none"> • Prepare time bound press releases • Compile and update IICA training Calendar • Circulate details of course/training programmes to potential agencies/companies/government offices by various modes • Follow up with the individual agencies/companies/government offices by way of emails/letters and telephonic calls and setting up meetings • Scanning of government websites, newspapers, journals, etc. for identifying new opportunities of business development • Submit progress reports of activities to Head of Schools/Centres from time to time • Monitor developments and submit necessary updates by way of outreach support. • Support IICA's annual outreach plan • Assist Head, Centre for IP & CC for promoting & strengthening IICA's brand image through media • Generate announcements and help marketing of IICA training programmes. • Develop updates; spread sheets; e-report and marketing literature • Organise and participate in special events • Undertake outreach visits • Track and timely report on relevant trends relating to corporate affairs in social media • Support mass mailing; public/corporate presentations; promotions through internet; Google hangouts etc
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			<p style="text-align: center;"><u>Consultant -01</u></p> <p><u>Qualification-Marketing</u></p> <p>MBA from an accredited college, Institute or university in Marketing / Advertising , Public Relations, Business Development or related field.</p> <p><u>Experience</u></p> <p>0-3 years of work experience</p>	<ul style="list-style-type: none"> • Any other task as assigned by the Head, Centre for IP & CC <p><u>Consultant</u></p> <p><u>Responsibility- Marketing</u></p> <ul style="list-style-type: none"> • Actively participate in IICA outreach and marketing initiatives • Develop content for advertisements and support documents • Monitor developments and submit necessary updates by way of outreach support. • Coordinate and set up meetings and visits to corporates/PSUs/Banks etc • Support IICA's annual outreach plan • Assist Head, Centre for IP & CC for promoting & strengthening IICA's brand image in the corporate ecosystem • Generate announcements and help marketing of IICA training programmes. • Develop updates; spread sheets; e-reports • Organise and participate in special Events • Undertake outreach visits regularly • Track and timely report on relevant trends relating to corporate affairs in • Support database of addresses/ mailing list • Any other task as assigned by the Head, Centre for IP & CC
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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. Candidates already in employment under government/ semi-government organisations/ Autonomous bodies should send their applications through proper channel.
3. 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.
4. Minimum requirements of qualifications and / or experience may be relaxed in respect of exceptionally outstanding candidates. The IICA reserves right to fill up or not to fill up any or all positions or to shortlist and select candidates in any suitable position depending upon the qualification and experience required for the said position.
5. The applicant should apply for only one position and the position applied for must be clearly mentioned on the top of the application form.
6. Application not received in proper format shall be rejected.
7. Application received after the last date will not be accepted.

Annexure-II

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

(Applicants should submit only one application)

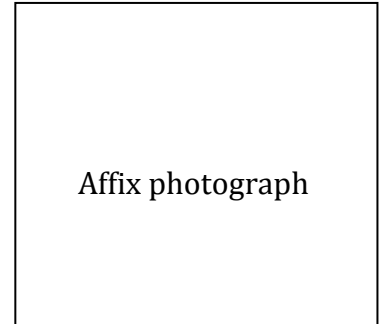
1. Sl. No. and name of the Position applied for:

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		Organisation from where received	Nature of Training received	Remarks
	From	To			

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 office address with Pin Code Number: (if any)
(ii) Residential Address-

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

13. Any other relevant information:

Place:

Dated:

Signature of the Candidate

