

**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: 20<sup>th</sup> September 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 26<sup>th</sup> September 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](http://www.iica.in).

Sd/-

(Manager (HR) and CAO, IICA)

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Interested and eligible candidates are invited for walk-in-interview for various positions in the Indian Institute of Corporate Affairs, purely on contractual basis. Candidates are required to report between 10.00 am and 11.00 am **on 26<sup>th</sup> September, 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 website: [www.iica.in](http://www.iica.in).

The engagement will purely be on contractual basis. 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>Sl. No.</b>	<b>Name of the position</b>	<b>Field</b>	<b>Category</b>	<b>Monthly Consolidated fee (Rs.) P.M.</b>
1.	Senior Research Associate (01)	Competition Law & Market Regulations	Contractual	50,800
2.	Senior Research Associate (02)	Banking & Finance	Contractual	50,800 (Negotiable, Higher salary may be considered for Exceptionally bright candidates)
3.	Co-ordinator - Training & Administration (01)	Investor Education & Protection Fund Project (IEPF)	Contractual	75000-100000 (Negotiable)
4.	Senior Research Associate (01)	School of Corporate Law	Contractual	50,800

## **1. Senior Research Associate – School of Competition Law & Market Regulation**

### **Qualifications:**

#### **Essential Educational Qualifications:**

Master's degree in Law, Economics, Management, or a qualified CA / CS / CMA with First Division (or equivalent grade).

#### **Desirable Qualification**

Ph.D./ M.Phil / UGC NET qualified Publication/presentation of research papers in refereed international and national journals/conferences

### **Work Experience:**

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

- i. Minimum 3 years of relevant experience
- ii. Prior experience in research and teaching/ capacity building activities, report writing, content development
- iii. Excellent verbal, written English communication skills with documentation abilities
- iv. Demonstrated proficiency in computer based statistical tools and applications
- v. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.

#### **Desirable Work Experience:**

Familiarity with working of Government Organisation would be of added advantage.

### **Responsibilities:**

#### **Skill sets required for execution of responsibilities allotted**

##### **I.Academic Programme Management:**

- i. To independently manage long and short term academic programmes of the School
- ii. To liaison with internal and external faculty members/ clients
- iii. To coordinate logistics for successful conduct of academic programmes with the assistance of support staff

##### **II.Research:**

- i. To identify sources of funding and develop research/ project proposals independently.
- ii. To conduct and deliver collaborative / individual research projects

- iii. To apply body of knowledge in appropriate research, advocacy, training activities by developing study modules, research papers & reports, concept papers etc

### **III. Advocacy, 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.
- iii. To organise / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities

### **IV. Administrative and People Management Support:**

- i. To plan, co-ordinate and implement the programs, training and research work from end to end.
- ii. To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders.
- iii. To support and assist the school in general administration, managing people-process-products.

## **2. Senior Research Associate – Banking and 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. Minimum 4 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 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 six months to 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 **Thursday, 26<sup>th</sup> September, 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:

Affix photograph

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.) Residence .....Mobile.....e-mail Id.....

12. Any other relevant information:

Place:

Dated:

Signature of the Candidate