

F.No. IICA/2-28/2018  
Indian Institute of Corporate Affairs  
(An Autonomous body under Ministry of Corporate Affairs)

IMT Manesar, District Gurugram

Date : 03.07.2018

**VACANCY CIRCULAR**

**Subject: - Filling up of the various posts on Deputation basis in Indian Institute of Corporate Affairs.**

Applications in the prescribed format (as per **Annexure-A** of the advertisement) are invited from eligible candidates for recruitment to various posts on Deputation/Short Term Contract, failing which Short Term Contract in Indian Institute of Corporate Affairs (IICA), IMT Manesar as per following details :-

1	Name of Post	Assistant Manager HR
	Number of Post	One (01)
	Mode of Recruitment	Deputation, failing which Short Term Contract
	Pay Scale	PB-3+GP- Rs. 7600
	Eligibility Criteria	<b>Essential :</b> 1st Class Graduate degree/ MBA(HR) with 8 years of experience in managerial and administrative capacity in government or in public or private sector in relevant field.  Officers under the Central Govt/PSU with 5 years' service in the Grade Pay of Rs. 6600 or with 10 years of service in the Grade Pay of Rs. 5400.  <b>Desirable:</b> Having Experience in corporate affairs or managing academic institutions/ financial management / human resource management. Condition can be relaxed by the Competent Authority, if circumstances so desire.

2	Name of Post	Administrative Officer
	Number of Post	One (01)
	Mode of Recruitment	Deputation, failing which Short Term Contract
	Pay Scale	PB-3+GP- Rs. 7600
	Eligibility Criteria	<b>Essential :</b> 1 <sup>st</sup> Class Graduate degree in any discipline with 8 years of experience in managerial and administrative capacity in government or in public or private sector in dealing with administration, accounts and establishment matters.  Officers under the Central Govt/PSU with 5 years' service in

		<p>the Grade Pay of Rs. 6600 or with 10 years of service in the Grade Pay of Rs. 5400.</p> <p><b>Desirable:</b> Having Experience in corporate affairs or managing academic institutions/ financial management / human resource management. Condition can be relaxed by the Competent Authority, if circumstances so desire.</p>
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3	Name of Post	Finance Officer
	Number of Post	Two (02)
	Mode of Recruitment	Deputation, failing which Short Term Contract
	Pay Scale	PB-3+GP Rs. 7600
	Eligibility Criteria	<p><b>Essential :</b> 1<sup>st</sup> Class Graduate degree in commerce/ MBA(Finance) / CA/ ICWA with 8 years of experience in managerial and administrative capacity in government or in public or private sector. Officers under the Central Govt/PSU with 5 years' service in the Grade Pay of Rs. 6600 or with 10 years of service in the Grade Pay of Rs. 5400.</p> <p><b>Desirable:</b> Having Experience in corporate affairs or managing academic institutions/ financial management / human resource management. Condition can be relaxed by the Competent Authority, if circumstances so desire.</p>

4	Name of Post	Assistant
	Number of Post	Two (02)
	Mode of Recruitment	Deputation, failing which Short Term Contract
	Pay Scale	PB-2 + GP Rs. 4200
	Eligibility Criteria	<p><b>Essential :</b> Graduate in any discipline and having 5 years' experience of working in Govt. organization/public/private/ Industry sector handling administration, accounts and establishment matters.</p> <p>Excellent skills in handling of computers and having command over written/ communicative English.</p> <p>UDCs in Govt. organisation with 03 years' service in the Grade Pay of Rs. 2800 rendered after appointment thereto on regular basis.</p>

## Other Information

1	Place of Duty	IMT Manesar, However, the incumbent may be posted in Delhi – NCR also.
2	Last date of Receipt of Application	Open ended till the posts are filled up. All applications received shall be screened on 20 <sup>th</sup> of every month.
3	Pay Protection	Pay shall be protected as per extant rules of Government of India

Note:- Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding **56 years** as on the closing date of receipt of applications.

3. Bio-data of the eligible and interested officers who could be spared immediately may please be forwarded on the prescribed proforma, to the undersigned together with the up-to-date photocopies of Annual Performance Appraisal Reports (duly attested by an officer not below the rank of Under Secretary) along with 03 (three) copies of Bio-data, strictly in the prescribed Proforma (Annexure-A). While forwarding the applications, it may be verified and certified by the cadre controlling authority that the particulars furnished by the officer are correct and that no disciplinary / vigilance case is pending or contemplated against the officer, Integrity certificate and a statement of major/minor penalty, Imposed if any, during preceding last 10 years may also be sent along with all above documents.

Encl: As above.

Sd/-  
(Anil Kumar)  
Administrative Officer  
Email ID: [anil22mail@gmail.com](mailto:anil22mail@gmail.com)

**APPLICATION PROFORMA**

**Name of the Post:**

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Advertisement No. and Date					
1.(a) Name and address (in block letters)					
(b) Father's Name					
2.(a) Date of birth ( in Christian Era)					
(b) Age as on closing date					
(c) Nationality					
3. Name of Service					
4. Date of Joining of Service					
5. Date of retirement under Central/State Govt. Rules					
6.Educational Qualifications					
7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
8. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
Office / Instt./ Organization	Post held	From	To	Scale of pay and Basic Pay	Nature of duties (in details)
9. Nature of present employment i.e. ad-hoc or temporary or Quasi-Permanent or Permanent.					
10.In case the present employment is held on deputation/contract basis, please state-					
(a) The date of initial appointment					
(b) Period of appointment on					

Deputation/Contract	
(c) Name of parent office / organization to which you belong	
11. Additional details about present employment:- Please state whether working under(indicate the name of your employer against the relevant column):-	
(a) Central Government	
(b) State Government	
(c) Autonomous organization	
(d) Government Undertaking	
(e) Universities	
(f) others	
12. Please State Whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
13. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other thing may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement) (NOTE :- Enclose a separate sheet, if the space is insufficient)	
14. Whether belong to SC/ST/OBC	
15. Remarks:- (The candidates may indicate information with regard to (i) Research publications and report and special projects (ii) Affiliation with the professional bodies / institutions / societies and (iv) any other information (NOTE :- Enclose a separate sheet if the space is insufficient)	DETAILS OF ENCLOSURES

### **DECLARATION**

I CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED / DISTORTED. IF AT ANY TIME I AM FOUND TO HAVE CONCEALED / DISTORTED ANY MATERIAL INFORMATION, MY APPOINTMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT NOTICE / COMPENSATION.

Place:  
candidate

Dated:

Signature of the

### **Certification by the Employer/ Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that;

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.\_\_\_\_\_.
- (ii) His / Her integrity is certified.
- (iii) His/ Her CR Dossiers in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No Major / Minor penalty has been imposed on him / her during the last 10 years ORA list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer / cadre Controlling Authority with seal)