

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

Phone.No.: 0124 – 264 0000

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F.No. IICA – 2-44/2012

Date: 25.10.2018

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 31st 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 website: www.iica.in.

Sd/-

(Manager (HR) and CAO, IICA)

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Note* Interview for sl. No. 4 shall be conducted on 1st November, 2018.

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.	Senior Consultant/ Chief Programme Executive (01)	Centre for Excellence & Sustainable Development	Contractual	75,000-1,00,000 (Negotiable)
4.	Senior Consultant (01)	Finance Division	Contractual	50,800-75,800
5.	Senior Research Associate (One)	Corporate Law	Contractual	50,800

6.	Coordinator-Communications and Media (One)	Investors Education and Protection Fund (IEPF)	Contractual	75,000
7.	Research Associate (One)	Investors Education and Protection Fund (IEPF)	Contractual	30,000 (Negotiable)
8.	Stenographer	Admn.	Contractual	25,000
9.	Consultant	National CSR Awards	Contractual	50,000 (Negotiable)
10.	Senior Research Associate/ Associate	Corporate Governance & Public Policy	Contractual	50,800 30,800

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 – School of 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. Senior Consultant/ CPE – 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.

4. 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.

5. Senior Research Associate – School of Corporate Law- Mediation Laws

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 Alternative Dispute Resolution (ADR) especially in Mediation.
- 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.

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, 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. To collaborate actively within and outside the Institute.
- ii. To develop network with government, public and private sector organisations & 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:

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

6. Coordinator - Communications and Media

The Coordinator - Communications and Media is responsible for maintaining external communications with media, and concerned target groups in alignment with overall project goals. He/ She will be responsible for all multi-media publications, press releases, flyers, social media presence, digital content and various media platforms. Reporting to Project Head, the Coordinator- Communications and Media will support both Public Relations and Marketing efforts in managing the project

Essential Educational Qualification

A Master's Degree in Marketing, Communications, Journalism or Business Administration with First Division (or equivalent grade)

Essential Work Experience

- Minimum 5 years experience in the field of Communication, Journalism, Public Advocacy, Media Planning, Advertisement, Marketing, Public Relations, etc
- Command over Computer applications, MS Office including Excel, Word, PowerPoint and Access etc

- Prior experience in external communications role within a large organisation that is regularly in the media spotlight and membership of various media professional bodies will be preferred
- Prior experience in Government / Ministry's massive awareness campaigns like Swachh Bharat Abhiyan, Digital India Campaign, Jago Grahak Jago, Beti Bachao, Beti Padhao Yojana, Ease of Doing Business, etc

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

Duties and Responsibilities

➤ **Project Execution and Support**

- Develop and Execute Communication Strategy
- Supporting the Project Team with development and preparation of the Project (Writing, Media Planning, Media Execution, Project Management, Event Coordination etc.)
- Designing, Writing, Editing and Distributing Press Releases
- Content Development for communication through empanelled agencies
- Tracking, monitoring, measuring ,maintaining , disseminating and responding to public and social media inquiries
- Researches ways to reach a wider investor base, either online or in print
- Conducting Advocacy Workshops with all the media stakeholders
- Proactively pushing information about the project through social channels
- Addresses and resolves any problems that may arise with promotional content or distribution of materials
- Serves as point of contact for media inquiries
- Coordinating and executing customer communications projects

➤ **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

** Eligibility conditions may be relaxed in case of exceptionally qualified candidate with the approval of Competent Authority.*

7. Research Associate- Investors education & Protection Fund

Essential Educational:

MBA (Finance), M.Com, Economics Graduate

Desirable Qualification

CFP, CFA, FRM, UGC Net/JRF

Essential Experience

0-3 years.

8. Stenographer

Qualification:

- Graduate in any discipline
- Able to take dictation in shorthand and typing the same, drafting letters and documents
- Should possess good English speaking and writing skills.

Experience

Essential

1. Two to four years' experience in work relating to stenography and typing in offices under social sector/corporate sector/universities/ research organization **OR** having experience of working as a Personal Assistant.
2. Good knowledge of MS excel, word and PPT.

Job Responsibility

1. Working independently under the guidance of the concerned HoD.
2. Ability to manage filing of papers/documents and support the Centre Head in generating documents/proposals/presentations/ file notes
3. Good IT skills
4. Good communications skills in English and Hindi.
5. Any other task as assigned by the senior officials.

9. Consultant- National CSR Awards Secretariat

Essential Educational qualification:

Bachelor's degree.

Essential Work Experience/ professional requirements:

1. Minimum 3 year experience in the field CSR or corporate law or project management or administration.
2. Adherence to highest standards of integrity
3. Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.
4. Ability to work in multi-disciplinary teams
5. Strong Communication and documentation skills.

Desirable Work Experience:

1. Prior experience in managing file work, tender/ expression of interests etc
2. Familiarity with working of Government Organisation shall be of added advantage.

10. Research Associate- Corporate Governance & Public Policy

Essential Educational Qualification

Masters degree in Business Economics/ Finance/ Law or a qualified CS /LLB with First Division (*or equivalent grade*).*The educational qualification can be relaxed in exceptional cases based on relevant work experience.*

Desirable Qualification

Ph.D/ M.Phil / UGC NET qualification

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

Experience

Minimum 1 year of relevant working experience.

Skill sets required

- Excellent written and oral communications skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; round table agenda and other such requirement from time to time.
- Excellent IT skills including excel and spread sheets
- Experience of organising events, round tables, stakeholder consultations and launches
- Experience of being involved in capacity development programs, including development of training modules.
- Prior experience working with Government Organisations, Chambers of Commerce or Think Tanks is preferred

Job Description

- Research and Scholarship
 - o Support development of research proposals and projects
 - o To conduct and coordinate national level research projects
 - o Contribute to the process of identifying and securing new funding streams for research projects.
 - o Support the development of course modules and case studies for various capacity building initiatives under SoCGPP
- **Liaison and Networking**
 - o To collaborate actively within and outside the Institute
 - o Support the SRA in developing networks with various government, public and private sector organisations & funding agencies with the objective of

identifying new funding streams through research & consultancy projects, sponsorships and training activities.

- **Planning & Organizing**

- To organise and to participate in various conferences, workshops and roundtables.
- Developing periodic reports and disclosures required by the School, the Ministry and external stakeholders.
- To support and assist the head of school and other staff members in general administration, managing people-process-products.

11. Senior Research Associate- Corporate Governance & Public Policy

Essential Educational Qualification

Masters degree in Business Economics/ Finance/ Law or a qualified CS /LLB with First Division (*or equivalent grade*).*The educational qualification can be relaxed in exceptional cases based on relevant work experience.*

Desirable Qualification

Ph.D/ M.Phil / UGC NET qualification

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

Experience

3-5 years of relevant working experience.

Skill sets required

- Excellent written and oral communications skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; round table agenda and other such requirement from time to time.
- Excellent IT skills including excel and spread sheets
- Experience of organising events, round tables, stakeholder consultations and launches
- Experience of being involved in capacity development programs, including development of training modules.
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 - To support and assist the head of school and other staff members in general administration, managing people-process-products.

12.

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, 31st 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:

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

