

Indian Institute of Corporate Affairs

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

1. Applications are invited from interested and eligible persons to fill up various positions in Manesar on purely contractual basis as per details given below:-

The details of eligibility conditions, remuneration, terms and conditions etc. can be downloaded from the website: www.iica.in/www.mca.gov.in.

Sl. No.	Name of the position	Field	Category
1.	Senior Research Associate (Three)	Finance & Banking (School of Finance)	Contractual/ Project Based for a period of 4-6 months
2.	Coordinator- Training & Administration (One)	Investor Education and Protection Fund- Project	Contractual/ Project Based for a period of one year
3.	Senior Research Associate (One)	National Voluntary Guidelines	Contractual
4.	Senior Research Associate (One)	Corporate Social Responsibility	Contractual
5.	Senior Research Associate (One)	Business Innovation	Contractual
6.	Program Manager (One)	National CSR Awards	Contractual/ Project Based for a period of 1 year
7.	Sr. Consultant (One)	Sustainable Development	Contractual
8.	Sr. Consultant (One)	Finance Division	Contractual
9.	Consultant (One)	Sustainable Development	Contractual
10.	Project Assistant/ MTS (One)	National CSR Awards	Contractual/ Project Based for a period of 1 year

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.	Programme Manager	80,000- negotiable based on experience
2.	SRA/Sr. Consultant	50,800 P.M.
3.	SRA- CSR	75,800 P.M.
4.	Coordinator- Training & Administration	75,000 P.M.
5.	Consultant	30,800 P.M.
6.	MTS	20,000 P.M.

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

5. Duly filled in Application Form (Annexure-II) along with updated CV may be sent at iica.vacancy@gmail.com to Assistant Manager (HR), Indian Institute of Corporate Affairs, Plot No. P- 6, 7 & 8, Sector-5, IMT Manesar, District Gurgaon, Haryana 122050 on or before **15.04.2018.**

6.

S. No.	Particulars
1.	Last date for submission of duly filled in form along with CV: 15 th April,2018
2.	Date of interview: Wednesday, 18 th / 19 th April,2018
3.	Only shortlisted candidates shall be conveyed to attend interview though email by 17 th April, 2018.

Annexure-I

1. Senior Research Associate- Finance & Banking (School of Finance)

Qualification	Responsibility
<p>Essential Educational Qualification: Masters degree in Finance, Commerce, Management, Economics or a qualified CA / CFA / CS / CMA with First Division (or equivalent grade).</p> <p>Desirable Educational Qualification: Ph.D/ M.Phil / UGC NET qualification Publication / presentation of research papers in refereed international & national journals / conferences.</p> <p>Essential Work Experience:</p> <p>i. Minimum 4 years of relevant experience Demonstrated proficiency in computer based statistical tools and applications</p> <p>ii. Excellent verbal, written English communication skills with documentation abilities</p> <p>iii. Prior experience in research and capacity building activities, report writing, content development</p> <p>iv. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.</p>	<p>A. Research and scholarship:</p> <p>i.To develop research proposals and projects independently</p> <p>ii.To conduct and deliver collaborative / individual research projects</p> <p>iii.To identify sources of funding and contribute to the process of securing funds</p> <p>iv.To organise / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities</p> <p>v.To apply body of knowledge in appropriate research, advocacy , training activities by developing study modules, research papers & reports, concept papers etc</p> <p>vi.To support the School in emerging as a thought leader in the subject by contribution in research, teaching, training, publications, surveys, advocacy etc.</p> <p>B.Liaison & Networking:</p> <p>i.To collaborate actively within and outside the Institute</p> <p>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.</p> <p>C. Planning & Organising:</p> <p>i.To plan, co-ordinate and implement the programs, training and research based work from end to end</p> <p>ii.To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders</p> <p>D.Administrative and People Management Support:</p> <p>i.To support and assist the head of school and other staff members in general administration, managing people-process-products.</p>

2. Co-ordinator- Training and Administration- IEPF Project

Qualification	Responsibility
<p>Essential Educational Qualification A Master’s Degree in Commerce, Management, Marketing, Human Resource Management, Psychology, Business Administration and related fields with First Division (or equivalent grade). Certifications in training will be an added advantage</p> <p>Essential Work Experience</p> <ul style="list-style-type: none"> ▪ 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 ▪ Prior work experience as a Training Coordinator, Trainer, Training Facilitator or similar role will be desirable ▪ Prior experience in conducting financial literacy, investor awareness programmes ▪ 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 	<p>➤ Conducting Training and Seminars</p> <ul style="list-style-type: none"> ▪ Identifying training needs assessment for the target audience and find out knowledge or skill gaps that need to be addressed ▪ Design and develop training programmes and modules ▪ Select appropriate training methods ▪ Mapping out training plans and schedules ▪ Organise Train the Trainer (TOT) for Resource Persons/ Subject Matter Experts ▪ Assess instructional effectiveness and determine the impact of training on target audience and KPIs ▪ To Develop soft skills and communication skills among the trainees along with job specific skills ▪ Research and recommend new training methods like gamification ▪ Gather feedback from trainers and trainees after each educational session ▪ Partner with internal stakeholders and liaise with experts regarding instructional design <p>➤ Providing administrative and People management support</p> <ul style="list-style-type: none"> ▪ To support and assist the head of school and other staff members in general administration, managing people-process-products <p>* <i>Eligibility conditions may be relaxed in case of exceptionally qualified candidate with the approval of Competent Authority</i></p>

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.

3. Senior Research Associate- NVGs

Qualification	Responsibility
<ul style="list-style-type: none"> ✓ 4-5 years' experience in CSR and related areas. Flair for forging corporate partnerships for resource mobilization is appreciated; ✓ Experience in Corporate communication as a component preferred; ✓ Post-graduate degree in Social Works, Business Administration, Public Health or CSR and Sustainability related field ✓ Applicant should have sound knowledge of Section 135 and other relevant sections of the Companies Act, 2013, National Voluntary Guidelines (NVGs), Business Responsibility Reporting (BRR), 	<p>The applicant should be able to: -</p> <ol style="list-style-type: none"> 1. Provide NVGs support services to Corporate, Implementing agencies 2. Provide Project Management and Project Assessment services such as Need Assessment, Monitoring and Evaluation, Impact Assessment, Filling up of Reporting Template in NVGs. 3. Provide Policy Advisory services both to Corporate as well as Govt. of India 4. Undertake Training and Capacity building in areas of NVGs. 5. Advocate on selected themes National Voluntary Guidelines (NVGs) to make CSR and Sustainability more inclusive 6. Develop business for NVGs 7. Do any other duty as desired by Competent Authority

4. Senior Research Associate- Corporate Social Responsibility

Qualification	Responsibility
<p>Essential Educational Qualification: Post-graduate degree in Social Works, Business Administration, Public Health or CSR and Sustainability related field.</p> <p>Work Experience: 8 to 12 years' experience in CSR and Sustainability; Flair for forging corporate partnerships for resource mobilization is appreciated; Experience in Corporate communication as a component</p>	<p>Job Description</p> <p>The applicant should be able to: -</p> <ol style="list-style-type: none"> 1. Provide CSR and NVGs support services to Corporate, Implementing agencies 2. Provide Project Management and Project Assessment services such as Need Assessment, Monitoring and Evaluation, Impact Assessment, Filling up of Reporting Template in CSR and Business Responsibility Reporting in NVGs 3. Provide Policy Advisory services both to Corporate as well as Govt. of India 4. Undertake Sponsored and Academic research of

preferred; Applicant should have sound knowledge of Section 135 and other relevant sections of the Companies Act, 2013, National Voluntary Guidelines (NVGs), Business Responsibility Reporting (BRR), Sustainable Development Goals (SDGs), National Priority Areas, Prime Minister Schemes and other Government related schemes in development sector.

- issues related to Sustainability and CSR with the help of a team
- 5. Undertake Training and Capacity building in CSR and Sustainability
 - 6. Support, facilitate and maintenance of CSR portal
 - 7. Advocate on selected themes related to CSR and National Voluntary Guidelines (NVGs) to make CSR and Sustainability more inclusive
 - 8. Develop business for CSR and NVGs
 - 9. Do any other duty as desired by Competent Authority

5. Senior Research Associate- Centre for Business Innovation

Qualification	Responsibility
Qualification & Experience: <ul style="list-style-type: none">• M tech / B Tech with MBA / MBA in Entrepreneurship/ PhD Research Scholar in Business Innovation or Entrepreneurship with minimum 3-5 years of working experience among which at least one year working experience in business incubator/chamber of commerce/Managing MSMEs.	Conceptualization of training, Training need analysis of business incubators/ start-up companies, business development, corporate communication and research in innovation and entrepreneurship

6. Programme Manager- National CSR Awards

Qualifications	Responsibilities
<p>Essential Educational Qualifications:</p> <p>Master's degree in Social Sciences or Law or Business Management from recognized University with minimum 60% marks in aggregate.</p> <p>Essential Work Experience/ professional requirements:</p> <ul style="list-style-type: none"> - Minimum 8 years work experience of which 3 year experience should be in the CSR activities in accordance with Companies Act 2013 - 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. <p>Desirable Work Experience:</p> <ul style="list-style-type: none"> - Familiarity with working of Government Organisation would be of added advantage. 	<ol style="list-style-type: none"> 1. Managing the entire cycle for National CSR Awards – applications, scrutiny of documents, managing field visits, publication of coffee table book, edited volume. 2. Cast studies for publication. 3. Assist in selection of various external agencies through tender or appropriate selection process 4. Assisting the Steering Committee, Selection Committee and the Grand Jury in their work 5. Coordination with various stakeholders

7. Senior Consultant (Sustainable Development)

Qualification	Responsibility
<p>Essential Qualification:</p> <ul style="list-style-type: none"> • Ph.D/M.Tech/M.Sc/ B.Tech in Natural Science/ Environmental Science/ CSR /Sustainability/ B.Tech plus MBA(Business Sustainability) <p>Work Experience:</p>	<ol style="list-style-type: none"> i. Organising Capacity Building Programmes with focus on “Strategizing CSR for Sustainable Development” ii. Preparation of modules and imparting training in the area of CSR and Sustainability iii. Development of Baseline Survey & Micro Plan Reports iv. Nodal point of contact – MoU between CESD/IICA & partner organisation

<p>Essential: 3 years experience for Ph.D, M.Tech and B.Tech plus MBA qualified candidates 5 years experience for M.Sc and B.Tech qualified candidates</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Project work/studies in the field of Water, Waste, Bio-diversity etc. • Fair Knowledge of <ul style="list-style-type: none"> – 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 – National & Global Imperatives in the field of CSR,Sustainability and Sustainable Development 	<ul style="list-style-type: none"> v. Interns guide and coordinator of internships in CESD vi. Preparing consultancy proposals to corporates in area of CSR and Sustainable Development vii. Preparation of work plan for the “Centre of Excellence for Sustainable Development” viii. Writing articles on CSR & Sustainability programmes for the IICA quarterly newsletter and website ix. Undertaking Research in area of CSR & Sustainability x. Any other work assigned by CSO
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8. Sr. Consultant- Finance Division

Qualification	Responsibilities
<p>Essential Educational:Qualification: B.Com from recognized University or equivalent.</p> <p>(iii)Work Experience: At least 5 years’ experience in finance/accounts, audit thereof, excellent command over tally. Preferably experience of working in/for Govt. Institutions.s</p>	<ol style="list-style-type: none"> 1. The Senior Consultant (Finance) will be responsible for budgetary control and management to ensure effective and efficient utilization of resources in line with Government financial management policies and procedures. 2. Preparation of Accounts. 3. Control over operations by generation of MIS through Tally. 4. Specific responsibilities will include the following: <ul style="list-style-type: none"> • Examination of proposals as per government financial rules and advice; • Coordinating preparation of

	<p>budgetary planning and processes;</p> <ul style="list-style-type: none">· Ensuring compliance with Government financial regulations;· Preparing financial reports, including annual budget execution reports, quarterly financial statements for programme and operational budgets;· Monitoring and controlling expenditure within the approved budget;· Liaising with the parent Ministry for Grant;· Ensuring the compliances of financial rules for the programme and activities;· Providing strategic advice and guidance on all issues of financial management;· Any other task related to finance and accounts
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9. Consultant- Sustainable Development

Qualification	Responsibility
<p>Essential Educational Qualification:</p> <ul style="list-style-type: none"> • M.Sc in Natural Science/Environmental Science/Sustainability/ B.Tech plus MBA(Business Sustainability) (Minimum First Division & Above) • Graduate in Engineering (Minimum First Division/Diploma/degree in related subject of CSR & Sustainability) <p>Work Experience:</p> <p><i>Essential:</i> 1 year experience in the area of CSR, Sustainability and related field</p> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Project work/studies in the field of Water, Waste, Bio-diversity etc. • Fair Knowledge of <ul style="list-style-type: none"> – 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 – National & Global Imperatives in the field of CSR,Sustainability and Sustainable Development 	<ul style="list-style-type: none"> xi. Organising Capacity Building Programmes with focus on “Strategizing CSR for Sustainable Development” xii. Preparation of modules and imparting training in the area of CSR and Sustainability xiii. Development of Baseline Survey & Micro Plan Reports xiv. Nodal point of contact – MoU between CESD/IICA & partner organisation xv. Interns guide and coordinator of internships in CESD xvi. Preparing consultancy proposals to corporates in area of CSR and Sustainable Development xvii. Preparation of work plan for the “Centre of Excellence for Sustainable Development” xviii. Writing articles on CSR & Sustainability programmes for the IICA quarterly newsletter and website xix. Undertaking Research in area of CSR & Sustainability xx. Any other work assigned by CSO

10. Project Assistant/ MTS

Qualification	Responsibility
<p>Essential Educational Qualification:</p> <ul style="list-style-type: none">- a Bachelor's degree- Adherence to highest standards of integrity <p>Desirable Work Experience: Prior experience in rendering assistance in project management. Familiarity with working of Government Organisation shall be of added advantage.</p> <p>Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.</p>	<ol style="list-style-type: none">1. Supporting senior staff in management of activities of the National CSR Awards2. File management3. Support in conduct of meeting/ orientation workshops4. Logistics support

Annexure-II

A. Format of application for various positions on Contract basis in IICA.
(Applicants should submit only one application)

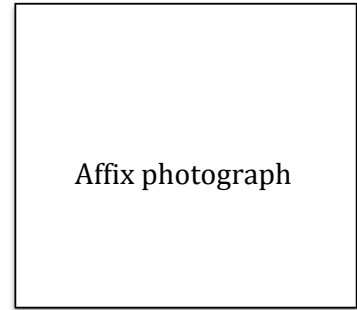
1. Sl. No. and name of the Position applied for:

2. Name of the applicant:

3. Date of birth:

4. Date of retirement under the rules, if applicable:

5. Qualifications possessed:



Essential:

(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:

Name of the Institution/ organization	Duration	Designation	Full time/ part time

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.) ResidenceMobile.....e-mail Id.....

13. Any other relevant information:

Place:

Dated:

Signature of the Candidate

B. 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. The positions which are project based may be for a period upto which the project shall be executed.
- 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.

C. 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.

