

IICA/2-44/2012

Date: 24.08.2018

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**.

Sl. No.	Name of the position	Field	Category	Monthly Consolidated fee (Rs.) P.M.
1.	Senior Research Associate (One)	Corporate Social Responsibility	Contractual	75,000 – 1,00,000
2.	Senior Research Associate (One)	Competition Law & Market Regulations	Contractual	50,800
3.	Senior Research Associate (One)	Finance & Banking-Administration	Contractual	50,800
4.	Consultant	Company Secretary	Contractual	30,800

2. Eligibility Criteria

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

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

4. Duly filled in Application Form (**Annexure-II**) alongwith 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 08.09.2018.

1. Senior Research Associate- CSR

Background

CSR among the Indian Companies, there is a need to bring all the actors – governments, corporate sector, civil society and other stakeholders – together so that they can collaborate to make a significant impact towards the national goal of inclusive growth and development establish a national platform which can function as such an enabler. Such a platform also needs to have the commitment of the government, the professional practitioners and the trade and industry chambers. Therefore, the Indian Institute of Corporate Affairs (IICA) has established the National Foundation for Corporate Social Responsibility (NFCSR).

The overall mission of the Foundation is to help create a national platform for CSR. NFCSR vision is to build an enabling environment for the corporate sector to work in partnership with the Government, Non-Government and Civil Society Organizations, including local community organizations for effective contribution towards sustainable growth, development and hence leave a sustainable footprint for positive externalities.

Job details

<u>Job Title</u>	:	Senior Research Associate(Corporate Social Responsibility)
<u>Modality</u>	:	Contractual
<u>Remuneration</u>	:	Rs 75,000/- - Rs.1,00,000/-
<u>Duration</u>	:	Six months, initially

This position reports to the Chief Administrative Officer. This position works out of IICA's Manesar campus.

Job Requirements

The job responsibilities include:

- Undertaking Research in the specific areas of Corporate Social Responsibility (CSR), National Voluntary Guidelines (NVGs), Sustainability and Sustainable Development
- Provide Policy Advisory Support to Ministry, Corporates and Implementing Agencies
- Development of training modules and PPTs in the area of CSR
- Organising Capacity Building Programmes with focus on Strategizing CSR for relevant stakeholders
- Provide Project Management and Project Assessment Services such as Need Assessment, Monitoring and Evaluation, Impact Assessment, Filling up of Reporting template in CSR etc
- Preparing consultancy proposals to the Corporates in areas of CSR and Sustainable Development

- Assisting in the preparation of work plan for the “National Foundation of CSR”
- Any other work assigned by competent authority.

Essential Educational Qualification

- PhD/Post Graduate Degree in Social Science /Environmental Science/Sustainability/Any other relevant field (Minimum First Division & Above).

Desirable Qualification

- Research work/studies in the field of CSR.

Experience

- 5 year experience in the areas of CSR, Sustainability and related field.

Skill sets required

- Good Knowledge and sound understanding of relevant provisions of CSR under Companies Act, 2013, and NVGs, SDGs, BRR
- National & Global Imperatives in the field of CSR
- Flair for reading and writing the related subject matter

2. Senior Research Associate- Competition Law & Market Regulations.

Background

The School of Competition Law & Market Regulation at IICA has been established with the core objective of meeting the capacity building needs in the area of competition law and market regulation. As part of the objective and profile of the School, continuous research is conducted on the substantive areas of evolving competition law and policy and the impact of regulation on competitive market structure in various sectors. The School seeks to assist in the evolution of competition jurisprudence in India through its research outputs and capacity building solutions.

The School conducts long term and short term courses for training of various stakeholders such as officials of ministries, government departments, regulatory authorities, public and private sector enterprises, students and other practitioners of competition law. The long term courses are of three months and above duration while the short term courses are customized courses of less than three months duration aimed at executive education. The need based short term courses are designed and aimed to meet specific skill and training needs of the stakeholders. These courses are tailor made to address the sector and industry specific skill deficit of the stakeholders.

The School also provides policy assistance to various Ministries and government departments on issues relating to competition compliance and market regulation. Another functional area of the School relates to performing research and advisory assistance to public and private sector enterprises. The vision of the School is dedicated towards creation of '*competition culture*' among the market participants which shall augment competition awareness and understanding. This shall lead to improved compliance among stakeholders, thereby facilitating effective enforcement of the competition law.

Job details

Job Title : Senior Research Associate (School of Competition Law and Market regulation)

Modality : Contractual

Remuneration : Rs 50,800/-

Duration : Six months initially.

This position reports to the Head, School of Competition Law and Market Regulation. The work place shall be IICA IMT Manesar Campus.

Job Requirements

The position requires supporting the School in emerging as a thought leader in the subject by contribution in research, teaching, training, publications, surveys, advocacy etc.

Essential Educational Qualification

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

Experience

- 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.

Skill sets required for execution of responsibilities allotted

I.Academic Programme Management:

- a) To independently manage long and short term academic programmes of the School
- b) To liaison with internal and external faculty members/ clients
- c) To coordinate logistics for successful conduct of academic programmes with the assistance of support staff

II.Research:

- a) To identify sources of funding and develop research/ project proposals independently.
- b) To conduct and deliver collaborative / individual research projects
- c) 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:

- a) To collaborate actively within and outside the Institute.

- b) 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) To organise / participate / present in research and advocacy conferences, workshops and other appropriate events/activities

IV. Administrative and People Management Support:

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

3. Senior Research Associate - Administration

Administration department is backbone of an organization. An effective administrator is an asset to an organization. He or she is the link between an organization's various departments and ensures the smooth flow of information from one part to the other. Thus without an effective administration, an organization would not run professionally and smoothly. The duty of an administrator depends on the company that the administrator works for. The main job responsibility of an administrator is to ensure the efficient performance of all departments in an organization. They act as a connecting link between the senior management and the employees. They provide motivation to the work force and make them realize the goals of the organization.

An administrative consultant performs various tasks. Manage the entire administration function in the location independently, under the guidance of Director – Administration. Discharging responsibilities on whole gamut of administrative areas ranging from policy compliance by employees to travel, accommodation, vendor management, contract administration, inventory management, security and safety of assets as well as personnel and adherence to legal requirements.

Job details

<u>Job Title</u>	:	Senior Research Associate
<u>Modality</u>	:	Contractual
<u>Remuneration</u>	:	Rs 50,800/-
<u>Duration</u>	:	Six months, initially

This position reports to the Administrative Officer. This position works out of IICA's Manesar campus.

Job Requirements

The job responsibilities include:

- Revision of Recruitment Rules
- Replies to Audit queries
- Working knowledge of Hindi/English Correspondence. Should be proficient in other administrative works as directed by the officials.
- Monitoring and maintaining office equipment, inventory supplies
- Updating office policies and procedures
- Preparing reports on expenses, office budgets, and other expenditures
- Supporting department managers, staff, and CEO
- Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports and budgets

- Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.)
- Organizing special functions and social events
- Preparing correspondence, documentation, or presentation materials
- Assisting other departments (such as financial department or HR) with administrative support

Essential Educational Qualification

- Graduate in any field.

Desirable Qualification

- Post Graduate/ Professional degree/High school diploma; additional qualifications in Office Administration are a plus.

Experience

Essential

- Knowledge of Govt. Rules/ Service Rules/ Fundamental Rules/ Supplementary Rules.
- Working knowledge of English/ Hindi Correspondence.
- Proven work experience as an Administrative Officer, Administrator or similar role
- Sound knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Retd. Under Secretary/ Deputy Secretary, GoI may also apply.

4. **Consultant- Company Secretary**

Secretaries and administrators help to keep an organisation running smoothly, taking care of the administrative and organisational tasks that make the organisation function. The job title 'administrator' and 'secretary' can be used interchangeably to describe the same role. Typical responsibilities of the job shall include; Answering calls, taking messages and handling correspondence, Maintaining diaries and arranging appointments, Typing, preparing and collating reports, Filing, Organising and servicing meetings (producing agendas and taking minutes), Managing databases, Prioritising workloads, Implementing new procedures and administrative systems, Liaising with relevant organisations and clients, Coordinating mail-shots and similar tasks.

Job details

Job Title : Consultant- Company Secretary

Modality : Contractual

Remuneration : Rs 30,800/-

Duration : Six months, initially

This position reports to the Chief Administrative Officer/ Chief Finance Officer. This position works out of IICA's Manesar campus.

Job Requirements

The job responsibilities include:

- Knowledge of compliance reports and Provisions of Companies Act, 1956 including latest amendments.
- Knowledge to prepare and maintain the records of minutes of the meetings of the Board of Governors.
- Experience to organize board meetings, to notify and apprise the board of governors on the upcoming meeting, to prepare the agenda of the meetings and maintain the minutes of meeting records for future references.

Essential Educational Qualification

- Qualified the final examination of the Institute of Company secretary of India (ICSI).

Experience

Desirable

- Should have worked in Autonomous Body, PSU, Public Sector Enterprises or Private Institutions of repute with at least 1-2 years of experience.
- Should possess good communication skills.

Annexure-II

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

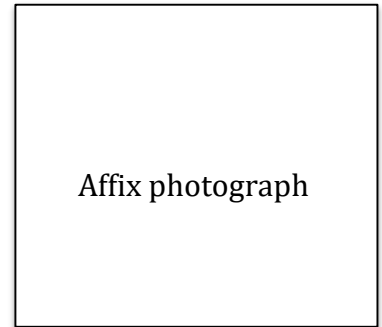
1. Sl. No. and name of the Position applied for:

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. Candidates who appeared for the interview earlier need not apply again.
- iii. No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- iv. 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.
- v. The period of engagement will be initially for a period of six months, 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.
- vi. The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- vii. 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.
- viii. 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.