

**Indian Institute of Corporate Affairs**  
**(An autonomous organization of Ministry of Corporate Affairs)**  
**IMT Manesar, Gurgaon -122052**

**Phone.No.:0124 – 2640000**

Date: 06.04.2018

Indian Institute of Corporate Affairs was established by Ministry of Corporate Affairs with the objective to be a think-tank for the Government for holistic advice on all issues relating to corporate affairs and impacting on corporate functioning, including the legislative, policy, structural, governance, regulation and interdisciplinary/coordination issues, keeping in view the current developments and likely future scenarios.

2. Key activities carried out by IICA include induction and in-service training to Indian Corporate Law Service (ICLS) Officers, capacity-building and training programmes, policy advisory functions, public outreach and stakeholder consultations through seminars, conferences and forums.

3. Walk-in-interview for the positions of Senior Consultants (Retired Bankers), who have experience in conducting training are being invited on purely contractual basis at a monthly remuneration of Rs. 85,000/-. Total no. of positions is 14.

4. The engagement shall be on purely contractual basis for a period upto six months only, which may be extended or curtailed as per requirement or at the discretion of the Competent Authority. The contractual engagement is need based and it will not confer any right or privileges on the appointee for regular appointment. The details of required qualification, age and experience are indicated at **Annexure-I**.

5. Interested and eligible candidates are invited for walk-in-interview for the above position in the Indian Institute of Corporate Affairs along with CV and **Annexure-II** duly filled in. Candidates may report between **10.00-11.00 AM on 11.04.2018 at Indian Institute of Corporate Affairs, P-6, 7 & 8, Sector-5, IMT Manesar, Gurgaon – 122052**.

Sd/-  
Chief Administrative Officer IICA

**(i) Name of Position** :Senior Consultant (Banking) – 14 positions

**(ii) Educational Qualification & Work Experience** :Masters degree in Finance, CAIIB Commerce, Management, Economics or a qualified CA / CFA / CS / CMA/CAIIB with at least 15 years' experience in banking sector with training background.

**A. Research and scholarship:**

To develop research proposals and projects independently

To conduct and deliver collaborative / individual research projects

To identify sources of funding and contribute to the process of securing funds

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

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

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:**

To collaborate actively within and outside the Institute

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:**

To plan, co-ordinate and implement the programs, training and research based work from end to end

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.

**Annexure-II**

**Format of application on Contract basis in IICA.**

*(Applicants should submit only one application alongwith photocopies of certificates and testimonials)*

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:

(1)

(2)

(3)

*(Please attach relevant documents with regard to education and work experience)*

6. Training, if any received, which is relevant to the position applied for:

Name of the relevant Training Programme	Duration		Organisation where received	Nature of Training received	Remarks
	From	To			

7. (i) Present position held, if any:

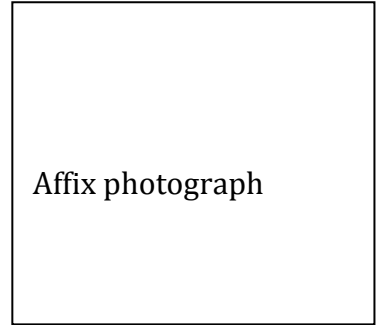
(ii) Scale of pay/ Pay Band/ Present pay:

(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:

10. Why do you consider fit for selection to the position applied for?:  
(in not more than 200 words )

(Please enclose a separate sheet)

11. (i) Present positional address with Pin Code Number:

(ii) Telephone No. .... (Off.) Residence .....Mobile.....e-mail Id.....

12. Any other relevant information:

Place:

Dated:

Signature of the Candidate