

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

**F.No. IICA-2-44/2012**

**Date: 15.01.2024**

**VACANCY FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS**

Interested and eligible candidates are invited to submit applications for various contractual positions in Indian Institute of Corporate Affairs, purely on contractual basis. The details of eligibility conditions, remuneration, terms etc. can be downloaded from the website: [www.iica.nic.in](http://www.iica.nic.in).

2. Interested and eligible candidates can forward their CVs at [hr@iica.in](mailto:hr@iica.in).
3. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
4. The last date to accept application is as indicated below-

<b>S.No.</b>	<b>Name of the position</b>	<b>Field/Vertical</b>	<b>Category</b>	<b>Last date to submit application</b>
1.	Research Associate (One)	School of Business Environment	Contractual	21.01.2024
2.	Research Associate- (One)	School of Corporate Governance & Public Policy	Contractual	04.02.2024

Interested and eligible candidates may send their applications alongwith copies of certificates/testimonials/experience certificates to Administrative Officer, Indian Institute of Corporate Affairs, P-6, 7 & 8, Sector-5, IMT Manesar, Distt. Gurugram-122052 on or before due date till 6 PM or email at [hr@iica.in](mailto:hr@iica.in). Incomplete applications/without supporting documents shall be outrightly rejected.

5. If number of applications received is high in number and if it is not possible to call all eligible candidates for interview, the Institute will further shortlists the candidates based on higher experience in the relevant fields or candidates with higher educational qualification as the case may be.

Sd/-  
Administrative Officer

The engagement will purely be on contractual basis initially for a period of one year, if otherwise not extended or curtailed. However, during initial three months, the performance of the candidate will be reviewed and the engagement shall further be continued to one year, subject to satisfactory performance. 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:-

<b>S.No.</b>	<b>Name of the position</b>	<b>Field/Vertical</b>	<b>Category</b>	<b>Monthly Consolidated fee (Rs.) P.M.</b>
1.	Research Associate (One)	School of Business Environment	Contractual	50,000/-
2.	Research Associate- (One)	School of Corporate Governance & Public Policy	Contractual	50,000/-

## **JOB DESCRIPTION**

### **1. Research Associate , School of Business Environment**

#### **Essential Education Qualification -**

Graduate in relevant discipline

#### **Desirable Work Experience -**

0-3 years experience with proven skills in research and writing, project management preferably in the area of CSR.

#### **Skills Required -**

- Should be proficient with MS Word, Powerpoint & Excel
- Should have good communication and writing skills
- Should have a good understanding of BRSR and corporate Sustainability reports

#### **Key Responsibility Area -**

- Extracting and Analysing the data from Business Responsibility and Sustainability Reporting (BRSR), Corporate Sustainability Reports, Annual Reports, Board Reports etc
- Assist in proposal, research plan development, framing questionnaires, basic data analysis, conduct desk research, writing approach papers and research reports etc.
- Conducting Interviews of Corporate Professionals
- Managing all the administrative tasks such as maintaining records, preparing datasheets, and updated content module.
- Coordination with Finance, Administration & IT units for necessary support to the Team.
- Managing finances including follow up on the invoices and settlement of advances of the ongoing projects/ upcoming projects.
- Brochure/Flyer designing and social media marketing.
- Lead generation and candidate acquisition for various programmes.
- Handling/coordinating Learning Management System.
- To handle logistic arrangements for national and international conferences/seminars/workshops/training programmes.
- Provide Technical and Administrative Support to the Head.
- Any other tasks.

## 2. **Research Associate- School of Corporate Governance & Public Policy**

### **Essential Qualification**

- Master's degree in Management, Economics, Finance, Law or a qualified CA / CS / CMA with First Division (or equivalent grade).

### **Experience**

- A minimum of 3 years of relevant work experience
- Excellent written and oral communications and presentation skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; program/course agenda etc
- Excellent IT skills including excel and spread sheets
- Experience of organising events, round tables, stakeholder consultations, conferences, seminars and training programs
- 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**

- Developing research proposals and coordinate projects independently and proactively
- Contribute to the process of identifying and securing new areas of capacity building of professionals in corporate governance leading to developing new courses, short term programs and their positioning and marketing thereof
- Liaison and networking with corporate sector and professionals for generating interest in the programs of the school for self sufficiency of the programs.
- Proactively network with government, public and private sector organisations & funding agencies with the objective of identifying new funding streams through research & consultancy projects, sponsorships and training activities.
- 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.

### **Remuneration and other Conditions:**

- Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- 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.
- 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.
- The Consultant shall not be permitted to apply for any position internally or outside IICA till his/her contract is valid or before 02 years of joining to the existing position (in case the contract has provision for extension after one year of initial engagement) whichever is later. In case consultant wishes to apply internally for another position, he/she will be required to terminate the present contract with IICA.
- The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- 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 there of.
- 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.
- Initial engagement period of the selected candidates may be curtailed or enhanced with the approval of the Competent Authority at the time of issuing the offer of engagement.
- The number of positions or remuneration as indicated at Table-1 hereinabove may be decreased or increased with the approval of the competent authority, subject to requirement.
- The Annual increment will be on renewal of every extension as per the Increment Policy of the Institute.
- Conditions may be relaxed by the competent authority in exceptional circumstances.

### **Selection Procedure**

- 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.
- No TA/DA will be provided for attending the interview.

2. 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 Senior Consultant/ SRA 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:

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		Organization 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 appliedfor?  
(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: (ifany)

(ii) Residential Address-

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

12. Any other relevant information: Place:

Dated:

Signature of the Candidate