

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

F.No. IICA-2-44/2012

Date: 22.10.2024

VACANCY FOR CONTRACTUAL POSITION 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.

2. Interested and eligible candidates can forward their CVs at 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 applications is 12.11.2024.

Interested and eligible candidates may send their applications alongwith copies of certificates/testimonials/experience certificates to “**Assistant Manager (HR), Indian Institute of Corporate Affairs, P-6, 7 & 8, Sector-5, IMT Manesar, Distt. Gurugram-122052**” on or before 12.11.2024 till 6 PM **OR** email at ‘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.

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Assistant Manager (HR)

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:-

S.No.	Name of the position	Field/Vertical	Category	Consolidated Fee
1.	Senior Consultant (One)	LLM Programme – School of Corporate Law	Contractual	75,000/-

JOB DESCRIPTION

1. SENIOR CONSULTANT- (LLM PROGRAMME – SCHOOL OF CORPORATE LAW)

- **Education eligibility** –
Candidate should be a Graduate/Post-Graduate preferably with experience of working in educational institution, think tanks etc.
- **Experience** –
Should have minimum of 3 - 5 years of experience. Prior experience of curriculum design, programme management is desirable.
- Computer literate and experience in database navigation and should be well conversant with MS Office applications.
- **Roles and Responsibilities include** –
 - Facilitating lectures, workshops, conferences and seminar in relation to LL.M Programme.
 - Preparation of weekly time table and co-ordination with faculties to deliver lectures.
 - Planning and co-ordination with student, Industry experts, Recruiters, Colleges/Universities, autonomous bodies etc. during the process of Internship placement & Final placement.
 - Proper monitoring of sessions and students in class without any interruption.
 - Obtaining government approvals / sanctions for various approvals in relation to course.
 - Preparing budgets, annual reports & monthly newsletter including audit reports.
 - Conduct training for students to ensure their development.
 - Provide professional support/advice to students in order to help them make the right choices.
 - Develop a conducive and positive learning environment for both prospective and already enrolled students.
 - Overall supervision of welfare and discipline.
 - Handling of training grant for procurement and distribution of stores, honorarium and other related expenditures.
 - Keeping a master ledger to keep proper records of all documents and file.
 - Perform any duties assigned from time to time by the Head (SCL).
- **General Coordination** –
 - All admin arrangements including security clearances for field tours, issue of movement orders and drawl of TA/DA advances, mess coordination, programme coordination.
 - Allocation of office and residential accommodation for staff and course members.
 - Arrangements of training related internal functions and events, including visit from foreign delegates.
 - Supervising of administrative responsibilities such as arrangements of visiting faculties and their required logistic support, IT facility for the programme - Updating of social media pages.
 - Liaise with the Knowledge Resource Centre for any documents/ paper / magazine/ newspaper/gifts to be preserved pertaining to its historical value.

- Any other task assigned by Head SCL.

- **Skills –**
 - Excellent communication skills
 - Strong networking skills
 - Mature attitude with a capability to discuss business issues good leadership skills.
 - Confident and self-motivated
 - Friendly personality and team player
 - Good attention to detail Ability to write detailed follow-up notes for business reporting
Experience of marking educational courses.

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 contractual position 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