

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

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F.No. IICA-2-44/2012

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VACANCIES FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited to submit applications for various 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. **An online Interview is being conducted on every Wednesday.**

2. Interested and eligible candidates can forward their CVs at gauri.iica@gmail.com.
3. One candidate can apply for one position at a time.
4. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
5. The position shall remain open until any suitable candidate is selected.
6. 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 Six months/ one year, if otherwise not extended or curtailed. 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	Monthly Consolidated fee (Rs.) P.M.
1.	Senior Research Associate (Two)	Centre of Insolvency & Bankruptcy	Contractual	60,000-80,000
2.	Fellow (One)	Forum of Indian Regulators (FOIR)	Contractual	50,000
3.	Research Associate (One)	Research Project on "Cross Country Comparison of Directors in Twilight Zone- A Leximetric" Analysis under IBBI research Initiative.	Project Based only for a period of 06 months.	15,000
4.	Senior Research Associate (Two)	Centre for E2E in CSR	Contractual	50,000-70,000
5.	Project Assistants (Two)	National CSR Awards	Contractual	20,000 each
6.	Consultant (One)	Company Secretary	Contractual	30,000-40,000

JOB DESCRIPTION

1. Senior Research Associate- CI&B

Essential Education Qualification –

- LLB, Preferably LLM and/or NET.

Relevant years of experience – 3 years.

Essential work experience field

- Prior Research experience & Published work in field of Insolvency & Commercial Laws.

2. FELLOW- FOIR

Qualification:

- Bachelor of Law (LLB)/ Master of Business Management / Post-graduate degree in Social Sciences /LLM/ other relevant field.

Experience

- Minimum 2 years of work experience in conducting Social Science Research with proven knowledge of Qualitative and quantitative research.

Desirable:

- Prior work experience in the field of work relating to government regulators.

Skill Set:

- Leadership skills
- Project management
- Understanding of Market Regulation in India
- Research and writing skills
- Excellent communication skills

Activities:

- Helping in day to day administration of the FOIR Centre at IICA.
- Work pertaining to course curriculum development of training modules.
- Delivering lectures in the concerned specialized subjects
- Assist in course designing for training programs and academic programs.
- Assist in conducting examination, prepare question papers and evaluation.
- All work relating to the academic and non academic activities in FOIR
- Administrative and financial compliances
- Planning and implementation of various activities (on site and off site) of FOIR
- Managing tenders and handling vendors
- Liaison with all stakeholders at FOIR, CERC and IICA
- Complete assistance in the conduct of the Annual General Meeting, other meetings and other activities such as webinars/seminars/capacity building activities from time to time.

Key Tasks:

- Overall management of FOIR Secretariat

3. Research Associate- IBBI Project

(a) Qualification: LLB Complete/Pursuing

b) Experience : Legal research (Economic & Political) desirable but not mandatory.

(c) Work Responsibility:-

1. Collating Literature, Compiling Books, Journal Articles and Cases etc.
2. Extensively review of literature, Journal of Legal Studies, books etc.
3. Reviewing Literature in other jurisdictions like US, France and Germany etc.
4. Any other task assigned by Head, CIB

4. Senior Research Associate- E2E in CSR

Educational Qualification

Full Time Post-graduate degree in social sciences, statistics or connected to CSR and Sustainability or related to needs and assessments, SROI, baseline surveys.

Competencies

- High levels of drive and willingness to learn.
- Strong work ethic.
- Ability to achieve stretched targets.
- High levels of emotional stability.

Experience

- General experience in CSR and Sustainability.
- Proven skills in research and report writing connected to need analysis and impact assessment.
- Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools
- Professional experience in writing and publishing need and impact assessments.
- Proven experience in developing research proposals, implementing field studies and report writing connected to need and impact assessment.
- Assessing Social Return on Investment (SROI) would be an added advantage.

Skill Set

- For needs and impact assessments, SROI, etc the candidate should possess the following skills -
- Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment
- Develop assessment and evaluation tools for data collection for field study
- Ability to get the survey done on the survey technology platforms for paperless data collection and basic analysis.
- Compilation and quantitative and qualitative analysis of data for assessment reports.
- Collect and analyse Quantitative and Qualitative data, prepare draft reports for baseline surveys
- Writing and producing reports, research papers or briefs
- Excellent written English communication skills with documentation abilities
- Provide Project/program coordination including facilitating client communications and data collection and analysis processes
- Pull out data from secondary sources, journals.
- Ability to work with a team(s).

Key Tasks/ Nature Of Activities

- Monitor the implantation of project activities under Real Time Monitoring framework
- Conduct general research connected to CSR/sustainability.
- Organize research specifically related to needs and impact assessment, baseline studies, SROI, etc, connected to developing proposals, conducting literature review, framing questionnaires, doing field survey, data collections and other sources of information and collect, record, analyze, evaluate data/facts.
- Support, facilitate and maintenance of CSR data;
- Do any other duty as entrusted by the Competent Authority.

5. Project Assistants- National CSR Awards

Essential Qualification:

Graduate in any discipline.

Essential Experience:

Minimum 1-3 years having extensive knowledge of working with MS Word, particularly MS Excel.

Role:

- i. Dealing with correspondence and phone calls
- ii. Booking and arranging travel, transport and accommodation.
- iii. Assisting in organising events and conferences
- iv. Typing, compiling and preparing reports, presentations and correspondence.
- v. Managing databases and filing systems.
- vi. Assisting in record keeping and documentation.

Skills required:

- i. Excellent verbal and writing skills.
- ii. Extensive knowledge of computer skills.

6. Consultant- Company secretary

Essential Qualifications:

Qualified the final examination of the Institute of Company Secretary of India (ICSI)

Desirable Experience:

- Should have worked in Autonomous Body, PSU, Public Sector Enterprises or Private institutions of repute with at least 0-2 years of experience.
- Should possess good communication skills

Job Responsibilities:

- Knowledge of compliance reports and Provisions of Companies Act, 2013 including latest amendments.
- Knowledge to prepare and maintain the records of minutes of the meetings of the Board of Governors, Committee meetings and AGM.
- Experience to organize board meetings, Committee Meetings and AGM, 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.
- Preparation of Annual Reports of the institution
- Drafting of documents used for communication between various stakeholders
- Assisting in various audits within the organisation
- Liaising with the District Registrar of Societies, Haryana for various matters in line with the statutory compliances

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 six months/ one year, which may, at the discretion of the competent authority be either extended or curtailed depending on performance and requirement.
- 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.
- viii. 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.
- ix. 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.
- x. Conditions may be relaxed by the competent authority in exceptional circumstances.

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.
 - b. 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 various positions on Contract basis in IICA.
(Applicants should submit only one application)

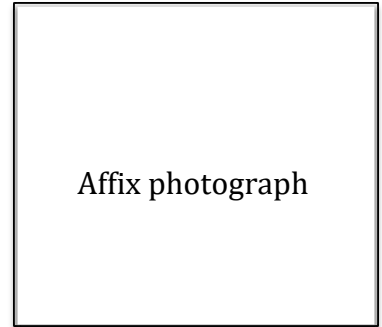
1. Sl. No. and name of the Position applied for:

2. Name of the applicant:

3. Date of birth:

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

5. Qualifications possessed:



Essential:

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:

(if any) (ii) Residential Address-

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

12. Any other relevant

information: Place:

Dated:

Signature of the Candidate