

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

**Phone. No.: 0124 -2640000**

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

**Date: 05.12.2022**

**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](http://www.iica.nic.in).

2. Interested and eligible candidates can forward their CVs at [hr@iica.in](mailto:hr@iica.in)/[gauri.raina@iica.in](mailto:gauri.raina@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 **26<sup>th</sup> December, 2022 till 6 PM**. 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 by 26<sup>th</sup> December, 2022 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.

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)	Corporate Data Management Project (CDM Project)	Contractual position for a period of <b>04</b> months only.	50,000/-
2.	Consultant- Academics (One)	Graduate Insolvency Program Secretariat	Contractual	40,000/-
3.	Research Associate (One)	School of Corporate Law	Contractual	30,000/-

## **JOB DESCRIPTION**

### **1. Research Associate - (Corporate Data Management Project)**

#### **Essential Qualification:**

- Masters in Law

#### **Experience:**

- Minimum of three years' experience in Government, reputed Governmental Organizations, International development agencies and Research Organizations.
- Preference will be given to persons with work experience in Social Sector/Infrastructure supported by published work/policy papers appraisal/monitoring of projects & schemes etc.

### **2. Consultant- Academics – Graduate Insolvency Program Secretariat**

#### **Education eligibility -**

- Graduate in Communications/Business Management/Marketing/Public Relations/Social Work.
- Preference will be given to candidates having Masters/professional qualification in the field of Communications in Education sector.

#### **Experience –**

- Should have minimum of 3 - 5 years of experience in Education sector in applying Social Media Strategies and should have thorough knowledge of working mechanisms of Social Networking Sites (Facebook, LinkedIn, Twitter, YouTube etc.)
- Should be a Social Media expert – video editing, designing social media posts etc in Education sector.

#### **Roles and Responsibilities –**

- Planning and co-ordination with Industry experts, Recruiters, Colleges/Universities, autonomous bodies etc. during the process of Admission, Internship placement & Final placement.
- Continuous update programme curriculum to ensure that it is current and of required standard at all times.
- Work hand-in-hand with the teaching staff to ensure improvement in teaching standards by recommending certain changes when it is necessary.
- Carry out academic reports and records, and also ensure proper documentation of them all.
- Contact all marketing driven leads/colleges/universities/industry experts/recruiters /faculties etc. via phone and email to establish interest and set face-to-face appointments.
- Carry out data analysis as at when due.
- Developing creative content for social media posts, increasing social media presence of the GIP Programme.
- Create online banner adverts. Edit and post videos, podcasts and audio content to online sites.
- Email marketing/mail/sms campaigning and conference calls and follow-ups.

- Managing database and provide analysis as per requirements. Filing documentation, preparation of minutes of meetings, reports of events, etc.
- Any other work assigned by Head, CIB.

**Skills required –**

- Enthusiastic, hardworking, takes initiatives, multitasking, excellent interpersonal and communication (written and verbal) skills and a team player.
- Should possess excellent digital acumen.
- Should also have strong project management abilities in order to oversee multiple social media campaigns.
- Creative and Innovative approach.
- Confident and self-motivated

**3. Consultant –School of Corporate Law**

**Qualification:**

- Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Graduation level in Law from an Indian University, or an equivalent degree from an accredited foreign university.

**Desirable qualifications:**

1. Sustained record of high quality research publications.
2. Preference would be given to the candidates having degrees from an accredited Foreign Universities or National Law Universities.

**Responsibilities-**

1. Assisting in research work in Corporate & Allied Laws.
2. Assisting in training programs
3. Assisting the Head of the School.
4. Participating in advertising the programs offered by the School.
5. Assisting the officers of the School in offline and online courses etc.
6. Preparation of notes sheets and file related work
7. Coordinating with HR, Finance and Administration
8. Any other work entrusted by the Head of the School.

**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 there of.
- 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 From To	Organization from where received	Nature of Training received	Remarks

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