

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

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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.	Consultant- Administration (Assistant Administrative Officer) (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	40K-50K
2.	Research Associate (One)	National Foundation for CSR	Contractual	30K-40K
3.	Research Associate (One)	Forum of Indian Regulators (FOIR)- for Project - <i>"Development of Performance Evaluation Mechanism for Regulatory Bodies in India "</i> .	Contractual for a period of 06 months only.	30,000
4.	Technical Assistant (One)	National Foundation for Corporate Social Responsibility (NFCSR)	Contractual	25K-30K

JOB DESCRIPTION

Consultant Administration (Assistant Administrative Officer)

Qualification:

Graduate in any Discipline.

Experience:

Experience of working in Executive administration, dealing with the matters of Filing, Record keeping and MIS.

Skills:

1. Understanding of Administrative matters for compliance and management
2. Abilities to take timely action on administrative matters
3. Effectiveness on reporting, record keeping and MIS issues"

Activities:

1. Development of File Notes for various activities relating to Independent Director's Databank.
2. Maintenance and management of files and related records
3. Coordination with IICA Administration on aspects relating to ID Data Bank Project.

Key Task:

Administrative Assistance.

2. Research Associate- National Foundation for CSR

Educational Qualification

- Full Time Post-graduate degree in social sciences, statistics, Operations Research or connected to CSR and Sustainability having 0-3 years of experience.

Competencies

- High level of drive and ability to deliver on strict timelines.
- Strong work ethic.
- Ability to achieve stretched targets.

Experience

- General experience in CSR and Sustainability.
- Skills in research and to prepare draft reports connected to need analysis and impact assessment.
- Excellent command on data collection and analysis, MS-Office suite (especially MS Excel) and other data analysis tools like SPSS.
- Assessing Social Return on Investment (SROI) would be an added advantage.
- Knowledge of advanced infographics softwares besides MS Powerpoint would be an added advantage
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Skill Set

- Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment
- Develop modules for capacity building programs.
- Collect and analyse research data (both quantitative and qualitative),, prepare draft reports for baseline surveys, needs assessments and impact assessments
- Prepare articles, reports and presentations for project assessments as and when required
- Travel to field sites to collect and record data for conducting needs and impact assessment
- Coordinate with data collection/survey agencies/individuals and other institutions/organizations for data collection
- Develop overall research protocols and monitoring and evaluation tools
- Review and edit reports to ensure perfection of the end to end services
- Pull out data from secondary sources, journals.
- Ability to work with a team(s).

Key Tasks/ Nature Of Activities

- Conduct general research connected to CSR/sustainability.
- Quantitative and qualitative research data collection and analysis.
- Organize research specifically related to needs and impact assessment, baseline studies, SROI, etc, connected to developing proposals, conducting literature review, framing questionnaires and other study tools, doing and coordinating 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.

****Remuneration offered- Rs. 30,000 – Rs. 40,000/-, depending on prior work done in needs and impact assessments, conducting baselines survey, etc. Experience of SROI would fetch higher salaries.**

3. Research Associate- FOIR Project

“Development of Performance Evaluation Mechanism for Regulatory Bodies in India ”.

Essential Qualification:

Completed Bachelor’s in Social Science / Completed Bachelor of Law (LLB)/ Bachelor of Business Management (BBA) /Master of Business Management (MBA)/LLM./other relevant field –

Desirable:

Proven Experience of research and writing in regulatory affairs/ Social Science - Can effectively pull out reliable data from different sources- research papers, newspapers, journals and reliable websites and other ways.

Competencies

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

Experience:

- Minimum 1 year or more of work experience with proven skills in research and writing/project management preferably in the area of regulatory affairs/ governance/Social Science.
- -Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools.
- -Professional experience in writing and publishing technical reports, documentation.
- Ability to Conduct and Review literature reviews for various studies.
- Collect and analyse data, prepare draft reports.
- Prepare articles, reports and presentations for project assessments as and when required
- Develop overall research protocols and monitoring and evaluation tools.
- Review and edit reports to ensure perfection of the end to end services
- Pull out data from secondary sources, journals.
- Ability to work with a team(s).

Skill set:

Research and Report writing skills.

Key Tasks:

Data collection, survey of literature, preparing write ups and reports and providing assistance to the team.

4. Technical Assistant- NFCSR.**Essential Educational Qualifications:**

Intermediate pass in CA/ICWA/CS

Essential Work Experience/ professional requirements:

- 0-3 years of experience. Successful completion of articleship of CA/CS/ICWA will be considered equivalent to one year of experience.
- Experience of Handling files, eProcurement system within govt. system and tenders of development sector preferred
- Experience of preparation of presentation on infographics software desirable.

Competencies:

- High levels of drive & willingness to learn.
- Strong work ethics
- Ability to achieve stretched targets

Job Role/ Responsibilities

- 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
- Handling/coordinating Learning Management System.
- To handle logistic arrangements of Centre for E2E in CSR, School of Business Environment & Business & Human Rights.

Skills required:

- Should be proficient with MS Office, particularly MS Word & MS Excel.
- Should have good communications skills/ writing skills.

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 ICA.
(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.) ResidenceMobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate