



Indian Institute of
Corporate Affairs
Partners in Knowledge. Governance. Transformation.

Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)
Plot No.6, 7 & 8, Sector-5,
IMT Manesar, District-Gurugram
PIN-121 052 (Haryana)
Tele: 0124-264 0000

F.No. I-11012/1/2019-ADMIN

08 January, 2021

Subject: Filling up of the positions the Heads of Centres at Indian Institute of Corporate Affairs on purely contractual basis.

Indian Institute of Corporate Affairs (IICA), Manesar has been established as an autonomous institution and been registered under the Societies Registration Act, 1860 (21 of 1860) by Ministry of Corporate Affairs (Government of India). The institute campus, spread across a sprawling 14-acres, has state-of-the art infrastructure. The campus has residential blocks, hostel facilities for staff and students, recreational centre, a well- stocked library, an in-house auditorium and an efficient knowledge management system. To know more about IICA, please visit our website at www.iica.nic.in. The IICA proposes to fill up the post of Heads of the following Centres on purely contractual basis:

Sl. No.	Name of Post	Monthly Remuneration / Consultancy fee	No. of Posts
1	Head, Centre for Independent Director	Rs. 80, 000- Rs.1,75,000	01
2	Head, Centre for E to E in CSR (CfE2E);	Rs. 80, 000- Rs.1,75,000	01
3	Head, Centre for Business & Human Rights (BHR)	Rs. 80, 000- Rs.1,75,000	01
4	Head, `Centre of Investor Education & Protection (CIEP)	Rs. 80, 000- Rs.1,75,000	01

Essential qualification: Post-Graduate in relevant field with at least 10 years' experience.

Maximum Age: 60 years

SUBMISSION OF APPLICATIONS:

The applications in the prescribed proforma (Annexure-I) along with educational/work experience certificates should reach " **Administrative Officer-III, Indian Institute of Corporate Affairs**, Plot No. 6,7& 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122052 by **01.02.2021 [Monday], 5.00 P.M.** or through email at hr@iica.in positively. Applications received without prescribed formats would be outrightly rejected. The applications received after the closing date/time shall not be entertained.

All applications received up to due date/time will be screened with reference to the minimum educational qualifications and experience criteria prescribed for the position/(s) and only shortlisted candidates would be called for making presentation and/or interview before the duly constituted selection committee on a date/time which shall be communicated separately. The Institute reserves the right to devise its criteria for short listing of candidates for all the positions advertised. The duly constituted Selection Committee will shortlist the candidates adopting such criteria. Candidates are advised to mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, and ensure that all details are complete, accurate and correct.

Decision of IICA in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of test/examination/interview, will be final and binding on the candidates.

sd-
(Anil Kumar)
Administrative Officer

JOB RESPONSIBILITIES

A. Centre Head [Centre for Independent Director]

Responsibilities

- To head the Centre for Independent Director and the Secretariat.
- Manage and operate the Independent Director portal.
- Conduct research on Corporate Governance using the data information in the Database.
- Profile corporate governance practices of companies in the Indian market.
- Publication of research reports on key governance themes focusing on the Indian business environment.
- Networking with ministries, regulators & industry chambers to facilitate discourse and effective resolution of emerging key and diverse policy matters and regulatory issues affecting the Indian business environment.
- Driving thought-leadership, moderating and facilitating global conferences and seminars.
- Any other responsibility given by the Institute

Specific Knowledge/Skills

- Should possess strong Managerial and Administrative skills.
- Should be experienced in producing research reports, developing projections and recommendations for governance practices in India.
- Has good understanding of the economic, policy and regulatory landscape of the market.
- Is well versed with the typical corporate governance practices followed by the companies in the market
- Knowledge of CA 2013, SEBI Provisions & Secretarial Standards
- Experience conducting research on company disclosures and identifying emerging trends and best practices in the governance space.
- Should have strong analytical skills
- Strong written and spoken communication skills.
- Possess strong networking skills.
- Any other responsibility given by the Institute

B. Centre Head [Centre for E2E- CSR]

Responsibilities

- CSR policy making of companies and reviewing their existing policies. This depends on the philosophy and vision of the company and also takes into account national priorities and needs. What is important is that the company promoters and other stakeholders should have an emotional connect with the policy and the projects flowing from their policies;
- Baseline surveys and need assessment. The needs are of the local households and people, therefore, contextually grounded in place and time. The needs are determined through household surveys, focussed group discussions, desk review and so on. Establishing relevant indicators is an important part of needs assessment;
- Connecting micro level needs to projects within the overarching policy framework of the company. This is also called the designing of projects and includes

benchmarking on set indicators. This will form the base for expected outcomes (e.g. SDGs). This process of projectivization (or project scoping) is the most challenging task for a researcher/practitioner because it requires cross-disciplinary knowledge. Proper project scoping will meet needs of the local people, ensure project implementation within the set timelines and ensure financial and social sustainability of the project. What is required is the deep understanding of what works and what does not in the local context and then replicating or adapting successful practices (e.g. best and next practices) used in other situations;

- Real-time monitoring and evaluation of projects during implementation. This requires preparing activity-timeline charts for all projects (Gantt Charts), listing out the assumptions and periodically reviewing if they are failing. Using digital technology to ensure accountability and transparency, making mid-course corrections based on feedback signals (e.g. findings from real time evaluation) and ensuring that all the activities lead to best quality outcomes at a minimum cost;
- Impact Assessment (SEI and SROI) after completion of projects. Once the project is completed, a mix of quantitative and qualitative approaches is used for impact assessment. Impact is assessed against the baseline and benchmarks;
- CSR policy making of companies and reviewing their existing policies. This depends on the philosophy and vision of the company and also takes into account national priorities and needs. What is important is that the company promoters and other stakeholders should have an emotional connect with the policy and the projects flowing from their policies;
- Baseline surveys and need assessment. The needs are of the local households and people, therefore, contextually grounded in place and time. The needs are determined through household surveys, focussed group discussions, desk review and so on. Establishing relevant indicators is an important part of needs assessment;
- Connecting micro level needs to projects within the overarching polic framework of the company. This is also called the designing of projects and includes benchmarking on set indicators. This will form the base for expected outcomes (e.g. SDGs). This process of projectivization (or project scoping) is the most challenging task for a researcher/practitioner because it requires cross-disciplinary knowledge. Proper project scoping will meet needs of the local people, ensure project implementation within the set timelines and ensure financial and social sustainability of the project. What is required is the deep understanding of what works and what does not in the local context and then replicating or adapting successful practices (e.g. best and next practices) used in other situations;
- Real-time monitoring and evaluation of projects during implementation. This requires preparing activity-timeline charts for all projects (Gantt Charts), listing out the assumptions and periodically reviewing if they are failing. Using digital technology to ensure accountability and transparency, making mid-course corrections based on feedback signals (e.g. findings from real time evaluation) and ensuring that all the activities lead to best quality outcomes at a minimum cost;
- Impact Assessment (SEI and SROI) after completion of projects. Once the project is completed, a mix of quantitative and qualitative approaches is used for impact assessment. Impact is assessed against the baseline and benchmarks;
- Edge capacity building programmes- for fled level functionaries working on the field connected to CSR activities;
- Action research agenda for the SoBE
- Any other responsibility given by the Institute

C. Centre Head [Centre of Business & Human Rights-(BHR)]

Responsibilities

- Support to the Government of India in its negotiations on the Legally Binding Treaty (LBT) at the United Nations.
- Providing assistance for preparation the National Guidelines for Responsible Business Conduct (NGRBC) and review its working.
- Action Research leading to the preparation of the National Action Plan (NAP).
- Finding evidence-based ways of addressing human rights impacts of business by conducting research on national/ international business and human rights standards, building capacity among governments, the corporate sector, academia, civil society and communities, investigating the human rights and environmental impacts of business at National/International level,
- Think innovatively about business and human rights in a changing world where the environment is more and more under threat and technology plays an ever-increasing role that can both enhance and undermine human rights.
- Responsible for project designing, managing and implementing;
- Fundraising and oversight of spending;
- Maintaining and building relationships with donors and other partners;
- Representing the Centre internationally
- Contributing intellectually to develop the field.
- Any other responsibility given by the Institute

D. Centre Head, Centre of Investor Education & Protection (CIEP)

E. Responsibilities

- To engage in study, research and capacity building in financial and regulatory issues relevant to the investing public at large,
- Inculcate financial literacy concepts among the various sections of the population through financial education to make it an important life skill,
- Encourage active savings behaviour,
- Improve usage of digital financial services in a safe and secure manner,
- Manage risk at various life stages through relevant and suitable insurance cover,
- Improve research and evaluation methods to assess progress in financial education,
- Conduct research in all aspects of financial capability.
- Work as an agent to Government for the IEPFA (e.g. roll out relevant parts of the implementation plan as given in the National Strategy).

Approach

In order to achieve the strategic objectives laid down adopt the '5C' approach for dissemination of financial education through emphasis on development of relevant Content (Including Curriculum in schools, colleges and training establishments), developing Capacity among the intermediaries involved in providing financial services, leveraging on the positive effect of Community led model for financial literacy through appropriate communication Strategy, and lastly, enhancing Collaboration among various stakeholders.

Annexure-I



Indian Institute of Corporate Affairs,
(Ministry of Corporate Affairs)
Plot No.6, 7 & 8, Sector-5,
IMT Manesar, District-Gurugram
PIN-121 052 (Haryana)
Tele: 124-264 0000

APPLICATION FORM

NAME OF THE POST APPLIED FOR: _____

The Application form should be filled in by the candidate in his/her own hand writing neatly and legibly or duly typed in **BLOCK CAPITALS** only. Separate sheets may be attached wherever the space in a column is found inadequate.

Photograph of
the candidate
(self attested)
3cm. × 5 cm.

1. Candidate's Name:
(In BLOCK LETTERS)
2. Father's/Husband's name
3. Date of Birth (DD/MM/YYYY):
4. Age as on (Closing Date) :(Years)____(Months)____(Days) _____
5. Nationality:
6. Marital Status:
7. Sex (Male/Female):
8. Permanent residential:
Address

9. Address for correspondence:

10. (a) Telephone No. (With STD Code):

(b) Mobile No.:

(c) Fax No. (With STD Code):
(If any)

11. E-Mail address:

12. (a) Present Employer :

(b) Status of Present employer:

(i) Central Government

(ii) State Government

(iii) Autonomous Organization

(iv) Public Sector Undertaking (PSU)

(v) Others

(c) Present post held

(d) Complete postal address of _____
employer _____

13. Educational Qualifications (From matriculation onwards):

S. No.	Examination & School/College /Institute	Univ./ Board	Year of Passing	Division / Grade	%age of marks	Subject (s)

(Attach a separate sheet if required)

14. Membership in Professional bodies
(If any): _____

15. Details of publications [Peer reviewed national and international journals, Chapters in Books, Books] of the candidate ***[Publications in newspapers and popular magazines will not be considered]***

S. No.	Title of the paper/book	Year of publication	Details of Publication	Details of co-author/s, if any	Subjects

16. Academic Experience (In chronological order)

S. No	Name of the Institution / Organization	Post held	Pay Scale	Nature of appointment (permanent/ ad-hoc/ temporary)	Period		Nature of work	Last Basic Pay (in Rs.)	Reason / (s) for leaving
					Form	To			
Total Academic Experience					Years..... Months....				

(Attach a separate sheet if required)

17. Industry/ Professional experience

S. No.	Name of the Institution/ Organization	Period		Designation	Fulltime/ Part- time	Reason/ (s) for leaving
		Form	To			
Total Industry/Professional Experience		Years..... Months				

(Attach a separate sheet if required)

18. Details of Training, Seminar/Workshop, if any, attended by the candidate

S. No.	Details of Seminar/ workshop	Duration		Organized by	Candidate's contribution
		From	To		

19. (a) Language(s) known :
20. Achievement (s)/Award(s):
21. Extra-curricular activities:
22. Any other information:
23. Name and address with telephone numbers of two references
(other than relatives)
24. Please enclose a write-up justifying your suitability for the post you have applied (in not more than 200 words, preferably in bullets).
25. I, do hereby declare that-
 - i. In view of the information submitted above, I am eligible for the post applied for.
 - ii. I have never been punished or been convicted by any Court of Law for any offence.
 - iii. There are no criminal proceedings contemplated / pending against me.
 - iv. I have never been punished / debarred by any Central / State Government, Statutory / Autonomous Body and the IICA in past for appearing in any examination.
 - v. All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment/selection forfeited. I have carefully read the instructions and guidelines issued for the candidates.

Signature of the candidate

Date :

Place: