

**Government of India  
Ministry of Corporate Affairs  
Indian Institute of Corporate Affairs  
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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](http://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](mailto: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.

<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.	Front Office Executive (One)	Admn.	Contractual	20,000

## **JOB DESCRIPTION**

### **1. Front Office Executive:**

#### **Educational Qualification**

- Must be 12<sup>th</sup> Pass
- Must be a certified Front Office Executive i.e. a Certificate holder in the similar field.
- Good Knowledge of office management, procedures and systems.
- Proficiency in MS Word, Excel and Powerpoint

#### **Competencies**

- Interpersonal skills
- Excellent Communication skills
- Multitasking

#### **Experience**

Minimum 02 years of experience in the capacity of Front Office/ Receptionist

## **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.) Residence ..... Mobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate