

**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

Date: 01.12.2020

**VACANCY FOR FREELANCER/ GIG CONSULTANT IN INDIAN INSTITUTE OF CORPORATE AFFAIRS**

Interested and eligible candidates are invited to submit applications for Gig Consultant in Indian Institute of Corporate Affairs. 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

S.no.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) Per hour	Status
1.	Gig Consultant/ Freelancer- <b>Knowledge Resource &amp; Newsletter</b> (One)	Centre for Independent Director	Freelance basis	Rs. 500/- to Rs. 1,000/- Per hour.	Open

## **JOB DESCRIPTION**

### **Gig Consultant/ Freelancer for Newsletter content development**

#### **Qualification:**

- 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, media ...
- 3 to 5 years work experience in writing high quality news contents and coverage in English intended for professionals like board of directors, CEOs, board members in corporate domain.
- Expertise in assimilating news & media contents, news gathering from various sources, vigilant and alert in identifying changes and updates in company acts / corporate & business laws / notification from regulatory bodies.
- Knowledge of writing brief and crisp contents for postings in Facebook, LinkedIn, Twitter
- Preferred knowledge in short video editing, designing video bytes for social media posts
- Good understanding of corporate affairs, corporate governance, corporate law, CSR, corporate ethics, board practices.
- Enthusiastic, hardworking, proactive participation in multi-task activities, excellent interpersonal and communication (written and verbal) skills and an amicable team player.

#### **Role/Duties:**

- Preparing Newsletter on independent directors and relayed to corporate governance.
- Search, identify and develop newsletter contents based on regulatory updates & reports
- Watch, assimilate and classify news postings in newspapers, social media on corporate affairs, corporate governance, independent directors
- Create and capture descriptive writings on events, webinar, power-talks organized by databank
- Supplement in developing creative for social media posts to increase social media presence
- Drafting promotional contents, emails on marketing campaigns
- Writing promotional content on databank for Facebook, twitter, YouTube, LinkedIn etc.
- Create contents on planned events, organized conferences, workshops, exhibitions, etc.
- Assisting the databank secretariat in routine tasks related to content review, edit, update ...
- Any other work assigned by senior officers

#### **Skills Required:**

1. Possess excellent and professional content writing skills in English for publication in newsletter

2. Ability to compose messages for niche target audience, featured stories covering regulatory updates, corporate actions, experience sharing by professionals.
3. Search, identify, manage, assimilate, summarize information and oversee media campaigns, news, postings as input to content of newsletter.
4. Creative and innovative in articulating news, information, events, converting insights from experienced professionals in the form of a study or a report.

**Other Terms and Conditions:**

1. The Gig Consultant/ Freelancer would be paid Rs. 500/- to 1,000/-Per hour.
2. Minimum time to devote every week – 20 hours.
- 3.The Gig Consultant/ Freelancer would be required to fill in the Daily work Report, which shall be further evaluated/approved by the faculty, concerned before payment is made

**Annexure-II**

**A. Format of application for various positions on Contract basis in IICA.**

*(Applicants should submit only one application)*

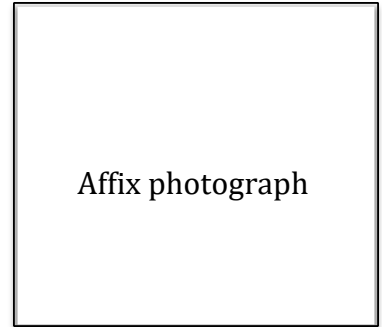
1. Sl. No. and name of the Position applied for:

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