

**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: 01.04.2023

**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 as indicated against each posts. 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 on or before due date till 6 PM or email at [hr@iica.in](mailto: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>	<b>Last date to accept applications</b>
1.	Chief Program Executive (One)	Valuation- School of Finance	Contractual	1,00,000/-	21.04.2023
2.	Senior Consultant/ Senior Research Associate (One)	School of Business Environment	Contractual	1,00,000/-	15.04.2023
3.	Research Associate (One)	Forum Of Indian Regulators Secretariat	Contractual	40,000/-	21.04.2023

## **JOB DESCRIPTION**

### **1. Chief Programme Executive- Valuation- School of Finance**

#### **Essential Qualification:**

- Master's degree in finance, commerce, economics or related field.
- CA, CS, CMA with relevant experience can also apply.

#### **Essential Experience:**

- Minimum 5-year experience (academic and/or practice) in the area of finance with a think tank, academic institution, consultancy or advisory body.
- Proven track record of research/publications on the subject in reputed journals or publications

#### **Desirable Qualification:**

1. M Phil / PhD in Finance
2. UGC NET exam

#### **Desirable Experience:**

1. In the field of Valuation (academic and/or practice).
2. Content development for courses, training programs preferably in the area of finance

#### **Key Job Responsibilities:**

1. Academic and research support to finance related activities of the school, especially IICA Valuation Certificate Program (IVCP);
2. Content development, articles, reports, knowledge products etc on finance related topics especially valuation;
3. Undertaking research projects on contemporary finance related topics especially valuation;
4. Organizing webinars, conferences, panel talks on finance related topics especially valuation;
5. Develop and launch periodicals like newsletters, journals etc on valuation
6. Coordination with faculty/experts and participants
7. Handling online courses and programs on Learning Management System (LMS)
8. Social Media Management of activities related to finance related topics/activities
9. Preparing final reports for each course/program/activity
10. Any other duties assigned by the Head of School of Finance

The candidate must have extremely high standards in terms of quality of work, attention to detail and absolute commitment to timely completion of the task

## **2. Senior Consultant/ Senior Research Associate (SRA)- School of Business Environment**

### **Essential Qualification:**

- Master in Business Administration / Economics / Commerce / Sustainability / Environment / CSR / Law / other relevant discipline with minimum 50% marks.

### **Desirable Qualification:**

- Doctorate in ESG / Sustainability / CSR / other relevant topic;
- Certified in relevant Sustainability Standards

### **Essential Work Experience:**

- Minimum two years' work experience with Academic Institution, Corporate, Think Tank, International Organization in the areas of Sustainability / Responsible Business.

### **Desirable Work Experience:**

- Published Research Papers / other reputed publications
- Prior experience in academic administration and research
- Experience in designing and conducting MDPs

### **Skills set required:**

- Analytical thinking and scientific approach
- Excellent written and verbal communication skills in English language
- Good Inter-personal skills and team spirit

### **Job Description:**

- End to end management of the academic programmes of the School of Business Environment ;
- Identification and coordination with external faculty;
- Review of the course content;
- Addressing the queries of learners;
- Managing database of learners of different batches, and data on evaluation of assignments etc.;
- Manage the Online Learning Management System (LMS);
- Logistics coordination with vendors and internal departments, processing the bills etc.;
- Manage the marketing and promotional activities to onboard the participants for different programmes, responding to calls and emails, social media and digital marketing etc.;
- Preparation of File Notes with proposals on each activity;
- Preparation of reports, research papers, conducting research as per different project requirements as and when required;
- Coordination with different programme partners;
- Any other task assigned by Head, SoBE.

## **3. Research Associate- FOIR Sectt.**

### **- Essential Qualification:**

Bachelor of Law (LLB)/ Master of Business Management / Post-graduate degree in Social Sciences/LLM/ other relevant field.

### **- Desirable Experience:**

- Minimum 01 year or more of work experience with proven skills in research and writing/project management preferably in the area of regulatory affairs.
- 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.

### **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. The Annual increment will be as per the HR Policy of the Institute.
- xi. 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		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