

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

**F.No. IICA-2-44/2012**

**Date: 02.07.2024**

**VACANCY FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS**

Interested and eligible candidates are invited to submit applications for various contractual 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).
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 below-

S.No.	Name of the position	Field/Vertical	Category	Last date to submit application
1.	Medical Consultant (One)	Administration	Contractual	13.07.2024
2.	Nursing Assistant- (One)	Administration	Contractual	13.07.2024

Interested and eligible candidates may send their applications alongwith copies of certificates/testimonials/experience certificates to Assistant Manager (HR), 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/-  
Assistant Manager (HR)

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>
1.	Medical Consultant (One)	Administration	Contractual	35,000/-
2.	Nursing Assistant- (One)	Administration	Contractual	15,000/-

## **1. Medical consultant – General Physician**

### **Allopathic Doctor on part time contract basis in IICA**

Applications are invited for engagement of part-time Medical Consultant (Allopathy) on part time basis in Indian Institute of Corporate Affairs to provide medical advice/assistance to trainees, participants, its officers/staff at IMT Manesar in its campus located at Plot No. P-6, 7, 8, Sector-5, IMT Manesar, Distt.Gurugram , Haryana.

### **Qualifications, Experience and other service conditions.**

(i) Minimum Qualification and experience

Degree in MBBS from any University recognized by Medical Council of India in the allopathic system of medicine with Minimum 2 years experience in Govt. Hospitals/Institutions/ Dispensaries/ PSUs/Private Sector/ Charitable Hospitals/Private Practice or retired from Central/State Government service.

(ii) Minimum Age: 35 years

(iii) Maximum age limit: 70 years

(iv) Visiting Hours: Thrice in a week (2 hours daily)

(v) Period of engagement: initially for a period of 1 year from the date of joining and extendable after review of performance.

(vi) Remuneration offered: Rs. 35,000/- Per Month (consolidated)

(vii) Increment in remuneration: 10% increase every year

### **Nature of services:**

The nature of service would include the following:

- i. To attend visiting patients and provide medical attention for treatment of minor illness.
- ii. Prescription be given (without any charges), take blood pressure, blood sugar readings and administer injections etc. free of charge
- iii. Handling important dressings and minor surgeries.
- iv. To advise regarding referral to specialists.
- v. To advice regarding annual check-up of the employees.
- vi. To attend their family members.
- vii. In the event of the scheduled visit falling on a closed holiday, the same shall be compensated by a visit on next working day in consultation with the competent authority.

### **Selection Procedure:**

- i. An interview for selection of Medical Consultant on contract basis.
- ii. Selection shall be made through interview of eligible candidates. IICA reserves right to raise the minimum eligibility standards etc. in order to limit the number of candidates to be called for the interview.
- iii. The shortlisted candidates after the interview will be subjected to medical tests as per prescribed norms before engagement as a Medical Consultant.
- iv. Candidates selected for the position will be appointed subject to their being found medically fit and acceptance of nature of duties to be performed.
- v. The selected candidate has to sign an agreement of contract with IICA before engagement as Medical Consultant on contract basis.

## 2. **Nursing Staff**

**Facility:**The Nursing staff shall stay within the IICA Campus 24X7 and shall be provided accommodation facility.

**Location:** IICA, IMT Manesar, Gurugram, Haryana, India

**Salary:** 15,000/- P.M.

**Qualification:** Auxiliary Nursing & Midwife.

Work Experience: 1-2 years of experience of working in Govt./ Private hospital.

### **Job Description:**

IICA in IMT Manesar is looking for a dedicated and skilled In-house Resident Nursing Attendant to join our team.

As a Nurse, you will provide high-quality patient care,

### **Responsibilities:**

- i. Provide high-quality patient care
- ii. Treat emergency injuries promptly
- iii. Document all injuries and illnesses accurately Requirements
- iv. Monitor vital signs, administer medications, and perform other nursing duties as assigned
- v. Collaborate with other healthcare professionals to ensure optimal patient care
- vi. Educate patients and families on health maintenance and disease prevention.
- vii. Maintain accurate patient records
- viii. Knowledge of medical terminology and procedures
- ix. Commitment to patient care

### **Remuneration and other Conditions:**

- Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- 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.
- The period of engagement will be initially for a period of one year, which may, at the discretion of the competent authority be either extended or curtailed depending on performance and requirement.
- The Consultant shall not be permitted to apply for any position internally or outside IICA till his/her contract is valid or before 02 years of joining to the existing position (in case the contract has provision for extension after one year of initial engagement) whichever is later. In case consultant wishes to apply internally for another position, he/she will be required to terminate the present contract with IICA.
- The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- 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.
- 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.
- 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.
- 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.
- The Annual increment will be on renewal of every extension as per the Increment Policy of the Institute.
- Conditions may be relaxed by the competent authority in exceptional circumstances.

### **Selection Procedure**

- 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.
- 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