

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

Phone. No.: 0124 –2640000

Email: hr@iica.in / gauri.raina@iica.in

F.No. IICA–2-44/2012

Date: 28.10.2022

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.

2. Interested and eligible candidates can forward their CVs at hr@iica.in/ 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 **18.11.2022 till 6 PM**. 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**. Incomplete applications/without supporting documents shall be outrightly rejected.
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 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:-

S.No.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) P.M.
1.	Consultant (Standards Development) (One)	School of Business Environment	Contractual- Project based initially for a period of 06 months. Extension will be granted subject to project requirements.	1,00,000/-
2.	Research Associate (One)	Investor Education & Protection Fund Secretariat	Contractual	70,000/-

JOB DESCRIPTION

1. Consultant (Standards Development), School of Business Environment –

Essential Qualification

Post Graduate in Management / Social Work / Sustainability Science / Engineering or allied disciplines.

Essential Experience

Minimum 2 years of work experience in developing or implementing a reputed sustainability related standard in a Company / Consulting Firm / Think Tank / Bureau / Standard organization etc.

Desirable Qualification

- PhD in Sustainability or allied area of research, preferably in the Apparel and Textile Industry
- Certified under the GRI / ISO 26000 / SABS / IR or any other relevant standard
- M. Tech. / B. Tech. in Apparel and Textiles Technology
- Project Management Professional (PMP) qualified

Desirable Experience

- Relevant experience in implementing the Sustainability standards preferably in Apparel and Textile Industry;
- Hand on experience in partnership development with CSOs, Corporates and Government and use of standard partnership frameworks, preferably with an UN or International organization;
- Carrying out Due diligence of Non-Governmental Organizations;

Key Job Responsibilities

- Research on prevailing sector specific sustainability standards, identifying the gaps and challenges, proposing course corrections in Indian context;
- Research on partnership mechanisms, standards and practices among Corporates, CSOs and Governments, identification of grey areas and proposing standardised mechanisms for standard partnership practices;
- Preparing draft reports as per project requirements with accuracy and required quality;
- Coordination with the Advisory Committee, Working Group and other stakeholders - Proposing meetings, preparing draft agenda and record the deliberations - Timely completion of key action items with self-monitoring
- Timely compliance to key deliverables of the projects

2. Research Associate- IEPF Secretariat-

Essential Qualification:

Master's degree in Finance, Economics, Management (preference for candidate with aptitude for using statistical tools and statistical programming).

B. Desirable Qualification:

- Ph.D/M.Phil/UGC NET qualification.
 - Publication / presentation of research papers in refereed international & national journals / conferences.
 - Post Graduate Diploma/ Program/ Certificate Course in financial literacy and areas connected to investor education and building awareness of investor and similar activities connected to financial literacy.

C. Experience

- i. At least 2 years' work/research experience in related field (Prior experience in activities specific to items given in the "Responsibilities" stated below is desirable)
- ii. Demonstrated proficiency in computer based statistical tools and applications (Prior experience or training in data science/ statistics is preferred)
- iii. Excellent verbal, written English communication skills with documentation abilities.
 - iv. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks is an asset.

D. Responsibilities

To support and assist the Chair Professor in the following activities-

A. Conducting Research (doctrinal/empirical), survey, etc. on contemporary issues related to investor education and protection like:

- i. Evidence basis for targeting efforts and designing approaches.
- ii. Evaluation and measurement of investor awareness programs
- iii. Identifying needs and priorities specific to local culture and demographics.
 - iv. Identifying reasons for popularity of investment schemes such as Ponzi Schemes, collective investment schemes etc.
 - v. Identifying disaggregated interventions that would improve decision making an investment at family/individual level across different social-economic classes.
 - vi. Conducting longitudinal surveys to get a better grasp of investor's behavior and attitudes over long term etc.
- vii. Any other area of financial education/inclusion and investor protection

B. Identifying and disseminating global best practices in the area.

C. Developing knowledge products, booklets, case studies, etc. related to investor/financial education and investor protection.

D. Publishing in the form of books, monographs etc. to meet the existing knowledge gap and the result of the studies conducted by the chair.

E. Organizing workshops/conferences/seminars/webinars/summer schools, etc. on issues related to investor/financial education and investor protection

F. Collaborating with reputed institutes (national and international) for knowledge exchange.

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 thereof.
- 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 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.) ResidenceMobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate