

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: 10.11.2022

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 **1st December, 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 by 1st December, 2022 till 6 PM or email at **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:-

S.No.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) P.M.
1.	Senior Research Associate – Partnership & Promotion (One)	Centre for Independent Directors	Contractual	75,000/-
2.	Senior Research Associate – Mediation & Dispute Resolution (One)	School of Finance	Contractual	75,000/-
3.	Consultant- Administration (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	40,000/-
4.	Chief Program Executive (One)	School of Corporate Governance & Public Policy	Contractual	1,00,000/-
5.	Research Associate (One)	School of Corporate Governance & Public Policy	Contractual	50,000/-

JOB DESCRIPTION

1. Senior Research Associate (SRA)- (Partnerships and Promotion)

Qualification:

Master's in Marketing/Communication /Management/Commerce/Economics/Finance or other related areas.

Desirable Qualification:

Degree/Diploma/Certification in marketing/digital marketing / brand management etc.

Experience:

Total 3 Years of Working Experience in the areas mentioned in “deliverables”

Skills:

1. Knowledge of Institutions working in the field of Corporate Governance / Independent Directors in India / Abroad
2. Abilities to Initiate/leverage/forgo Institutional Partnerships
3. Building partnership network with best in class educational, advocacy, research institutions and think tanks for pursuing objectives of the databank.
4. Excellent Written and Verbal Communication
5. Expertise in dealing with National and Global Institutions / chambers of commerce / PSUs / Private Sector Companies.
6. Skills of executing the partnership network with a business model for conceiving collaborative programs and generating revenue.
7. Experience of conducting seminars, training programs, workshops, conferences and other collaborative profit sharing activities by creating thought leadership.
8. Experience in Digital Marketing and Brand Building.

Key Deliverables:

1. Identification of Key National Partners for increasing Network Size
2. Identification of Key Global Partners for increasing Network Size.
3. Coordination on scope of work with New Partners
4. Co-ordination on Deliverables relating to the scope of work with existing Partners.
5. Developing Action Roadmap for Workshops, Seminars, and Face to face training programs in accordance with the Partner Scope.
6. Promotion of the Independent Directors Databank to increase the registrations of Individuals and corporate users
7. All possible marketing efforts, based on marketing strategy to place the databank at a higher level by enhancing the visibility, traffic, usage and registrations.
8. Persuading the Companies for registration and also for selecting the profiles for their placement as IDs on boards.

Note: Candidates with relevant work experience but having less qualification or work experience may be considered at a lower salary.

2. Senior Research Associate – Mediation & Dispute Resolution

A. Essential Qualification:

- Bachelor's degree in law, finance, economics or related field.

B. Essential Experience:

- Minimum 2-year experience in the area of research and academics.

C. Desirable Qualification:

- Master's degree in law (with Mediation/ADR module)
- Mediation training from a reputed institution from India or abroad.
- UGC NET exam
- M Phil / PhD
- Publications/articles in reputed journals on mediation or related themes.

D. Desirable Experience:

- ADR with focus on mediation, negotiation and dispute resolution.
- Research and preparing knowledge products like articles, books, reports, white papers.
- Content development for courses, training programs preferably in the area of Mediation
- Design and business development / marketing of courses, training programs and other knowledge products in the area of mediation and dispute resolution.
- Online Learning Management System (LMS), preferably Blackboard.

E. Key Job Responsibilities:

- Design and delivery of programs, courses, training on mediation and dispute resolution.
- Coordination with faculty/experts and participants
- Handling online courses and programs on Learning Management System (LMS)
- Business development / marketing of courses, training programs on mediation
- Social Media Management of activities related to mediation and dispute resolution training.
- Organizing webinars, conferences, panel talks on mediation and related topics
- Preparing final reports for each course/program/activity
- Preparing budgets and maintaining financial records of the courses / programs
- Internal secretarial work related to running of courses/programs.
- 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.

3. Consultant (Administration)- Centre for Independent Director- PIU

Qualification:

Graduate in any Discipline.

Experience:

Experience of working in Executive administration, dealing with the matters of Filing, Record keeping and MIS.

Skills:

1. Understanding of Administrative matters for compliance and management
2. Abilities to take timely action on administrative matters
3. Effectiveness on reporting, record keeping and MIS issues"

Activities:

1. Development of File Notes for various activities relating to Independent Director's Databank.
2. Maintenance and management of files and related records
3. Coordination with IICA Administration on aspects relating to ID Data Bank Project.

Key Task:

Administrative Assistance.

4. Chief Program Executive: School of Corporate Governance and Public Policy-**Educational Qualifications:**

- Master's Degree with minimum 60% marks in Finance / Business Administration / Economics

Experience:

- Minimum 08 years work experience in the domain of Corporate Governance, Board Governance, Board of Directors / Independent Directors Training / ESG etc. Out of total experience a minimum 3 years of working with Government / Autonomous organization / think tank is preferred.
- Preference is for the candidates having publications of articles, books, research papers and/or teaching experience in University or business school
- Preference is for the candidates having experienced in executive training, conducting online courses, knowledge of LMS and related aspects relevant for conduct of online and face to face training program.
- Demonstrated knowledge and track record of connects with the corporate sector for generating revenue for the institution for the capacity building programs of governance professionals / board of directors in the field of corporate governance and other relevant areas

Skills:

- Ability to represent the institution to public and private sector companies for enhancing the corporate connec.
- Analytical thinking, ability to propose and produce results in executive education
- Good flair of research both in quantitative and qualitative aspects.
- Leading and managing the teams, high level integrity and ethical behaviour

Key deliverables:

- Leading the existing capacity building programs
- Developing and launching new capacity building programs for the expansion plans of the School of Corporate Governance
- Leading the research programs and also the MOUs collaborations of the school with other institutions.
- To initiate new collaborations and partnerships of the school for value added programs in the niche area
- Conducting and bringing sponsored research projects
- Advocacy and promotion of verticals which are houses in the school of corporate governance in institutional interest
- Producing research reports, policy papers, articles, journals and

2. Research Associate- Corporate Governance Public Policy-

Essential Educational Qualification

Masters degree in Management, Economics, Finance, Law or a qualified CA / CS / CMA with First Division (or equivalent grade).

Experience

- A minimum of 3 years of relevant work experience
- Excellent written and oral communications and presentation skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; program/course agenda etc
- Excellent IT skills including excel and spread sheets
- Experience of organising events, round tables, stakeholder consultations, conferences, seminars and training programs
- Experience of being involved in capacity development programs, including development of training modules.
- Prior experience working with Government Organisations, Chambers of Commerce or Think Tanks is preferred.

Job Description

- Developing research proposals and coordinate projects independently and proactively
- Contribute to the process of identifying and securing new areas of capacity building of professionals in corporate governance leading to developing new courses, short term programs and their positioning and marketing thereof
- Liaison and networking with corporate sector and professionals for generating interest in the programs of the school for self sufficiency of the

programs.

- Proactively network with government, public and private sector organisations & funding agencies with the objective of identifying new funding streams through research & consultancy projects, sponsorships and training activities.
- To organise and to participate in various conferences, workshops and roundtables.
- Developing periodic reports and disclosures required by the School, the Ministry and external stakeholders.
- To support and assist the head of school and other staff members in general administration, managing people-process-products.

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 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