

F. No. 07/1/2021-IICA-MCA  
Government of India  
Ministry of Corporate Affairs

'A' Wing, Shastri Bhawan,  
New Delhi - 110001,  
Dated, the 25th January 2024.

To,

All Secretaries to the Government of India,  
All Ministries and Departments,  
All IITs, IIMs, National Law Universities.

Subject:- Filling up the post of Director General & Chief Executive Officer (DG & CEO) in the Indian Institute of Corporate Affairs (IICA) - reg.

Sir,

I am directed to state that the Ministry of Corporate Affairs (IICA) has established the Indian Institute of Corporate Affairs, as a 'Society' registered under Societies Registration Act, 1860 on 12.09.2008. In order to lead the Institute, the post of DG & CEO in the IICA is urgently required to be filled. The post carries a fixed pay-scale of Rs. 80,000/- p.m. (fixed) **(Rs. 2,25,000/- revised as per 7<sup>th</sup> CPC)** with admissible allowances.

2. The DG & CEO would be appointed for a period of 5 years or upto the age of 65 years whichever is earlier. The applicant should be aged between 45 years and 65 years as on last date of receipt of application and should be a person of ability, integrity and standing with special knowledge and experience of at least 15 years, in the field relevant to the Institute, who is either, (i) a person of eminence with Master Degree having 15 years of experience in managerial and administrative capacity in Government, Public/Private Sector or reputed Academic institution OR (ii) an officer of organized Group 'A' Service with at least two year service in the HAG of Rs. 67000 - 79000 or higher grade.

3. A brief about the Institute, the job description & service requirement for the above mentioned post, and the application format

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are enclosed at Annexure-I, II and III respectively. Further details about the Institute can be assessed at the link <http://www.iica> or <http://www.mca.gov.in>.

4. It is requested that this vacancy circular may kindly be given wide publicity and applications of interested officers, whose services can be spared immediately for undertaking the appointment, may kindly be forwarded along with the bio-data of the officer in the prescribed format (Annexure-III) along with the Vigilance Clearance and copies of ACRs/APARs for the last five years, so as to reach the undersigned by **01.03.2024 (5.30 P.M.)**. Applicants may also send advance copies of their applications directly to Shri Randhir Kumar, Under Secretary, Ministry of Corporate Affairs, Room No. 526, 5th Floor, 'A' Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001. However, applications will be considered only when it is received through proper channel within the stipulated period of time.

Yours faithfully,

*Randhir*  
(Randhir Kumar) 20/1/24

Under Secretary to the Government of India

Encl:- Annexure I, II & III.

Indian Institute of Corporate Affairs - Synopsis

The Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs as a think-tank, capacity building and service delivery Institute to help corporate growth, reforms and regulation. Director General & Chief Executive Officer (DG & CEO) is the administrative head of the Institute.

2. IICA has been registered as a Societies under Societies Registration Act, 1860 on 12.09.2008. The Institute has two-tier authority structure consisting of General Body and Board of Governors (BOG), Minister In charge of Corporate Affairs is ex-officio President of the Society and Secretary, Corporate Affairs is the ex-officio Member & Vice-President of the Society/ General Body

3. The Board of Governors has 24 Members, 15 of whom are from eminent companies, professionals, heads of institutions and experts. The campus of the institute is located at IMT Manesar, Gurugram, Haryana.

4. The Institute is providing support to the Ministry in review/revision of existing corporate law, rule and regulations, as per requirements of a dynamic economic environment. In addition, it is providing training to Officers of Indian Company Law Service (ICLS) and other officials working for the Ministry and supporting organizational reform initiatives. IICA is also helping continuous improvement of service delivery in diverse areas like corporate governance, corporate social responsibility, investor education and protection, Insolvency & Bankruptcy etc. The Institute is promoting and encouraging innovation and entrepreneurship, particularly in small and medium enterprise. It is providing quality action research, consultancy and information, service support to all its stakeholders including the Government companies, professionals, Directors of Companies, investors etc. IICA is helping to develop and maintain a knowledge Management System, covering all aspect, issues, experiences relating to Indian and global corporate functioning/affairs, linked to internal and external information with speed and in formats designed for ease of access, navigation and utilization. The Institute will provide comprehensive coverage of all disciplines/subjects involved in, or impacting on, corporate functioning. The mandates of IICA mentioned above are not exhaustive.

5. IICA provides induction and in-service training to Indian Corporate Law Service (ICLS) officers, capacity-building and training programs, public policy advisory functions, public outreach and stakeholder consultations through seminars, conferences and forums. In particular, anticipating corporate needs to promote ease of doing business, reviewing corporate laws to meet the challenges of an ever-evolving business environment, exploring new paradigms such as investor education, and periodic review of corporate governance norms and best practices are some of the more recent, prominent initiatives spearheaded by the institute. IICA imparts knowledge and training through its network of schools and centers.

## Job Description of DG &amp; CEO, IICA

1.	Name & Description of the Post	Director General & Chief Executive Officer
2.	Pay-Scale of the Post	Rs. 80,000/- per month (Fixed) (Rs. 2,25,000/- revised as per 7 <sup>th</sup> CPC)
3.	Grade/Category of the Post	N/A
4.	Scientific/technical or administrative nature of the Post	Administrative
5.	Duties and responsibilities of the post	The DG & CEO will be responsible for guiding the functions of the Institute so that the mission and vision of the IICA are achieved. He will be responsible for coordinating the activities of various Centres and Schools of the Institute. He would be required to develop strategies for achieving excellence in the field of academics, research and training activities of the Institute. He would also be responsible for developing and nurturing partnerships with institutes of excellence in the world. He shall be the administrative head of the institute and will steer the overall day to day functioning of the institute towards the objectives decided by the Board of Governors (Ministry of Corporate Affairs)
6.	Essential and minimum qualification of the post	The applicant should be a person of ability, integrity and standing with special knowledge and experience of atleast 15 years, in field relevant to the institute, , who is either, (i) A person of eminence with Master Degree having 15 years of experience in managerial and administrative capacity in Government, Public/Private Sector or reputed Academic Institution OR (ii) An officer of an organized Group 'A' service with atleast two years' service in the HAG of Rs. 67000 to 79000 or higher grade. Experience in Corporate Affairs, or in managing of Academic institutions of reputed is desirable.
7.	Recruitment Rules relevant to the Post	Recruitment Rules for the post has been framed by the Ministry.
8.	Mode of filling up the post	The DG & CEO shall be appointed on the basis of the recommendations of a Search-cum-Selection Committee

FORMAT OF APPLICATION

Passport size  
photograph to be  
pasted

1.	Name in Full (BLOCK LETTERS)	
2.	Post Applied For	
3.	Date of Birth (DD/MM/YYYY)	
4.	Service to which the Officer belongs indicating the batch (in case he/she is form an organized Government Service	
5.	Date of Superannuation (DD/MM/YYYY)	
6.	Whether SC/ST (Attested copy of relevant certificate to be attached)	
7.	Office Address i) Contact No. ii) Email Id	
8.	Correspondence Address i) Contact No. - Res/Mobile) ii) Email Id ( <b>Mandatory</b> )	
9.	Permanent Address	
10.	Present Pay with Pay Band and Grade Pay along with date of present posting	

11 Educational Qualification in Chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format given below)

Details of Degree	Name of University/Institute/Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, if any)

12 Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format given below):

Name of Office/Instt./Organization	Post Held (Designation)	Period of Service		Nature of Appointment (Reg/Adhoc/Deputation)	Scale of Pay/Pay Band and Grade Pay #	Nature of Duties
		From	To			

13. Nature of present employment (Government/Semi-Govt./

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	Private and (Permanent/ Ad-hoc /Temporary)		
14.	In case the present employment is held on deputation, please state: a) The date of initial employment b) Period of appointment with address c) Name of the parent office/ organization		
15.	Please provide the following information: a) Details of Academic/Research and institution building work done. b) A brief write up on applicant's suitability for the post		
16.	Any other information, applicant wants to furnish:		

# Applicants not holding the post in the Pay Band/Grade Pay pertaining to Central Government should indicate the equivalence of the pay-scale viz-a-viz the Central Government's pay scales.

**I have carefully gone through the vacancy circular/advertisement and I am very well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Search-cum-Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of selection I shall abide by the terms and conditions of services attached to the post.**

Place:

Date:-

Signature

Name \_\_\_\_\_

**(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)**



Certified that the particulars furnished by Shri/Smt./Kumari \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular. It is also certified :-

- (i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/Smt./Kumari \_\_\_\_\_
- (ii) That his/her integrity is certified.
- (iii) That photocopies of his/her ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- (iv) That no major/minor penalty has been imposed on him/her during the last ten years - or - List of major/minor penalties imposed on him/her last ten years is enclosed.
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

Office Seal

Place \_\_\_\_\_

Date \_\_\_\_\_

List of enclosures :

- 1
- 2
- 3
- 4
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