

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

F.No. IICA-2-44/2012

Date: 09.02.2024

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.

2. Interested and eligible candidates can forward their CVs at 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.	Finance Officer- Company Secretary (One)	Finance Division	Contractual	19.02.2024
2.	Senior Research Associate- (One)	Finance Division	Contractual	19.02.2024
3.	Consultant IT (Resident Engineer) (One)	IT Deptt.	Contractual	01.03.2024

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.

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.	Finance Officer- Company Secretary (One)	Finance Division	Contractual	75,000/-
2.	Senior Research Associate- (One)	Finance Division	Contractual	60,000/-
3.	Consultant IT (Resident Engineer) (One)	IT Deptt.	Contractual	25,000/-

JOB DESCRIPTION

1. Finance Officer (Company Secretary)

Essential Educational qualification:

Associate Member of ICSI

Work Experience:

Eight years of post-qualification experience.

The candidate should possess excellent knowledge of Company (and related) Law and its application including Secretarial Standards, good grasp of applicable laws to a Company so as to report to the Board periodically, very good communication, capability especially in drafting with power to grasp and express the content succinctly, up-to date on new developments in the areas of work of a CS.

Desirable:

Experience in Government/PSUs/Autonomous bodies with similar work profile. Qualities expected are keenness in learning, readiness to meet work exigencies without hesitation, commitment to work, professionalism in approach, with capability to handle all the work independently expected of a Company Secretary.

2. Senior Consultant- Finance Division

Essential Educational qualification:

CA PCC qualified or CA qualified or equivalent.

Work Experience:

Five years of experience in books finalization, stat and internal audit, MIS, GST Returns, TDS Returns, preparing various reconciliations including 26 AS, BRS, expert knowledge in Tally ERP 9 etc. Knowledge of Accounting Standards and other related laws is essential.

Desirable:

Experience of overall management of Books of Accounts at managerial/ supervisory level.

The Selection Committee may relax any of the conditions for deserving candidates.

3. Consultant (IT Resident Engineer)

Facility:

Residence facility will be provided and food facility as per actual.

- i. Maintaining all the hardware systems (Desktop Computer, Laptop Computer, Notebook, UPS etc.) and hardware peripherals in the institute, including all associated and related troubleshooting and debugging.
- ii. Maintaining and looking after all aspects of the passive component/part of the LAN & WAN (both Data & Voice) of the institute, including cable deployment, patching, crimping, relaying, port mapping and linking.
- iii. Looking after all aspects of TV Sets (LCD/LED/Plasma) including their mounting, fixing, installation, configuration, maintenance, service and local troubleshooting. This shall include coordinating and liaising with the concerned OEM(s) in respect of the TV sets under warranty for repair and service, coordinating and liaising with the concerned authorized vendors in respect of repair and service of TV sets not under warranty and coordinating and liaising with the concerned DTH Service provider (Tata Sky/Dish TV/Airtel TV etc.) for all aspects of DTH management as and when required.

Duty Timing:

Morning 6am to 10 am and in the evening 6pm to 10 pm, Six days working (One day off on working days, not on Sundays/ Holidays)(Extra duties on Holidays will be taken care according to the competent authorities).

Key skills:

Networking, Hardware Troubleshooting, Windows Operating Systems, Hardware Engineering.

Academic Qualification:

B.Tech/B.E. in Computer Science/Computer Engineering/Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation /Information Technology with first class from a recognized university.

OR

Bachelor in Computer Applications & Masters in Computer Applications with first class from a recognized university.

OR

Post Graduate Degree in Computer Science/Computer Engineering/Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation /Information Technology with first class from a recognized university.

OR

Graduate having passed DOEACC 'B' level

NOTE: If a class/division is not awarded, a minimum of 60% marks in aggregate shall be considered equivalent to 1st class/division.

Certification:

MCSE/MCSA/MCP or similar popular global OEM certifications in computer hardware.

Job Roles & Responsibilities-

Primary

- i. Liaison and coordinate with the authorized OEM/vendors of all types of hardware/systems and peripherals installed in the institute as and when required. Coordination with vendors for installations / up gradation of new hardware. Call logging with vendors and follow up till final resolution.
- ii. Assigning asset identification numbers to all items of hardware. Creating database of all software resources with details like location, license, version. Updating database regarding all new installations, movement within or out of the campus, configuration

- changes etc. Maintain database of third party vendors for items which are under warranty.
- iii. Attend to day to day support issues related to all aspects of hardware systems including their trouble shooting, repair and replacement. Providing on call support, including procedural documentation and relevant reports. Provide technical support to program trainees/participants in trainee accommodations (Hostel & 1 BHK Flats) and Retreat (Guest House). Respond within agreed time limits to call-outs.
 - iv. Creation, management and handling of all user accounts and profiles on the local domain of IICA. i. Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications.
 - v. Specify power supply requirements and configuration, drawing on system performance expectations and design specifications.
 - vi. Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, analyzing and recording test data.

Additional :

**The scope of Hardware devices/systems/equipments as aforementioned, shall include but not be limited to all and any of the following listed devices and any other related and associated devices and systems --- Desktops, Laptops, Notebooks, Net books, Copiers, Fax Machines, Slide Changers, Projectors, Projector Screens, Speaker Sets, Web Cams, Digital Cameras, Handy Cams, Video Conferencing Equipments & Units, Printers, IP Phones, Landline Phones, Mobile Data Cards, USB Flash Drives, External HDD, Television Sets and associated equipment, DTH Connections, Set Top Boxes, Memory Cards, Microphones, Headsets etc.)

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 contractual positions in ICA.

(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