

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

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

**Date: 13.03.2024**

**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-

<b>S.No.</b>	<b>Name of the position</b>	<b>Field/Vertical</b>	<b>Category</b>	<b>Last date to submit application</b>
1.	Finance Officer- Company Secretary (One)	Finance Division	Contractual	27.03.2024
2.	Finance Officer- (One)	Finance Division	Contractual	27.03.2024

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](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/-  
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:-

<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.	Finance Officer- Company Secretary  (One)	Finance Division	Contractual	1,00,000/-
2.	Finance Officer- (One)	Finance Division	Contractual	1,00,000/-

## **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. Finance Officer**

#### **Eligibility Conditions:**

- Possessing at least 1st Class Graduate Degree in Commerce/MBA (Finance)/CA/ICWA with 8 years of experience in managerial and administrative capacity in government or in public or in private sector.

#### **Desirable:**

- Having experience in Corporate Affairs or managing academic institutions/financial management/human resource management.

#### **Job Role Expectations:**

- Should be well versed with the General Financial Rules, 2017.
- Managing and overseeing financial operations of an organization.
- Preparing and analyzing financial reports, statements, and budgets.
- Ensuring timely and accurate filing of taxes and other financial documents.
- Developing and implementing financial policies and procedures.
- Collaborating with other departments to coordinate financial activities.
- Providing financial advice and guidance to senior officials.
- Monitoring and managing cash flow and investments.
- Internal audit work, statutory audit work and CCA audit work
- Oversee smooth conduct of audit committee and Board of Governors (BoG) meetings with preparation of necessary agenda items/MIS
- Keeping abreast of financial regulations and updates.

### **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.) Residence .....Mobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate