

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

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F.No. IICA-2-44/2012

Date: 11.08.2023

**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](http://www.iica.nic.in).

2. Interested and eligible candidates can forward their CVs at [hr@iica.in](mailto:hr@iica.in)/[gauri.raina@iica.in](mailto: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 as indicated against each position-

S.No.	Name of the position	Field/Vertical	Category	Last date to submit application
1.	Senior Consultant/Senior Research Associate	School of Business Environment	Contractual	26.08.2023
2.	Senior Research Associate- Online Assessment (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	01.09.2023
3.	Research Associate (One)	School of Corporate Governance & Public Policy	Contractual	01.09.2023
4.	Consultant (One)	School of Corporate Law	Contractual	01.09.2023
5.	Research Associate (One)	Centre for E2E in CSR	Contractual	01.09.2023

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:-

<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.	Senior Consultant/Senior Research Associate	School of Business Environment	Contractual	1,00,000
2.	Senior Research Associate- Online Assessment (One)	Project Implementation Unit (PIU)- Independent Director Portal	Contractual	75,000/-
3.	Research Associate (One)	School of Corporate Governance & Public Policy	Contractual	50,000/-
4.	Consultant (One)	School of Corporate Law	Contractual	40,000/-
5.	Research Associate (One)	Centre for E2E in CSR	Contractual	30,000/-

## **JOB DESCRIPTION**

### **1. Sr. Research Associate / Sr. Consultant, School of Business Environment**

#### **Essential Qualification:**

- (i) Master in Business Administration / Economics / Commerce / Sustainability / Environment / CSR / Law / other relevant discipline with minimum 50% marks

#### **Desirable Qualification:**

- (i) Doctorate in ESG / Sustainability / CSR / other relevant topic;
- (ii) Certified in relevant Sustainability Standards

#### **Essential Work Experience:**

Minimum five years' work experience with Academic Institution, Corporate, Think Tank, International Organization in the areas of Sustainability / Responsible Business.

#### **Desirable Work Experience:**

- (i) Published Research Papers / other reputed publications
- (ii) Prior experience in academic administration and research
- (iii) Experience in designing and conducting MDPs

#### **Skills set required:**

- (i) Analytical thinking and scientific approach
- (ii) Excellent written and verbal communication skills in English language
- (iii) Good Inter-personal skills and team spirit

#### **Job Description:**

- (i) End to end management of the academic programmes of the School of Business Environment
- (ii) Identification and coordination with external faculty
- (iii) Review of the course content
- (iv) Addressing the queries of learners
- (v) Managing database of learners of different batches, and data on evaluation of assignments etc.
- (vi) Manage the Online Learning Management System (LMS)
- (vii) Logistics coordination with vendors and internal departments, processing the bills etc.
- (viii) Manage the marketing and promotional activities to onboard the participants for different programmes, responding to calls and emails, social media and digital marketing etc.
- (ix) Preparation of File Notes with proposals on each activity
- (x) Preparation of reports, research papers, conducting research as per different project requirements as and when required
- (xi) Coordination with different programme partners
- (xii) Any other task assigned by Head, SoBE

### **2. Chief Programme Executive/ SRA- Online Assessment**

#### **Qualification:**

- Masters in Management /Corporate Law / Finance/ CS / CA.

**Experience:**

- Minimum 3 years' experience in handling with the online examination and assessment process. Experience of developing question bank with experts /expert agency would be preferred.

**Skills:**

- Skills on developing test engine based on question bank and assessment grading - matrix.
- Psychometric Skills for developing test questions.
- Skills on identification of assessment parameters - Abilities to handle online testing methods .

**Activities:**

- Identification of Question Bank Development Agency
- Identification of Test Conducting Agency - Development of Test Question Bank
- Moderation of Test Question Bank - Upgradation of Test Question Bank
- Oversight of Conduct of Test - Development of Standard Operating Guidelines Handbook

**Key Task**

- Assessment Test

**3. Research Associate- School of Corporate Governance & Public Policy****Essential Educational Qualification**

- Master's degree in Management, Economics, Finance, Law or a qualified CA / CS / CMAwith 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.

#### 4. **Consultant- School of Corporate Law**

- **Qualification:**

Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Graduation level in Law / MBA from an Indian University, or an equivalent degree from an accredited foreign university.

- **Desirable qualifications:**

1. Sustained record of high quality research publications
2. Preference would be given to the candidates having degrees from accredited Foreign Universities or National Law Universities.

- **Responsibilities-**

- Assisting in research work in Corporate & Allied Laws.
- Advertising the programs and following up with the participants of the courses
- Ability to create programmes and generate revenues for the School
- Assisting in training programs / workshops / conferences and seminars
- Assisting the Head of the School for official works
- Assisting the officers of the School in offline and online courses etc.
- Preparation of notes sheets and file related work
- Coordinating with HR, Finance and Administration
- Available for work on weekends for running the online/offline courses of the School.
- Any other work entrusted by the Head of the School.

## 5. Research Associate- CfE2E

### **Qualifications and Requirements:**

- A bachelor's or master's degree in a relevant field such as CSR, sustainability, social sciences, business, or related disciplines.
- Prior experience (internships, research assistantships, or related roles) in conducting research or data analysis is a plus.
- Proficiency in data analysis software (e.g., Excel, SPSS, R, or similar tools) is desirable.
- Strong attention to detail, analytical mindset, and ability to draw insights from data.
- Excellent written and verbal communication skills to effectively contribute to research reports and presentations.
- Enthusiasm for CSR and sustainability topics, with a desire to contribute to meaningful research projects.
- Ability to work collaboratively in a team-oriented environment.

### **Responsibilities:**

1. Research Support: Assist senior researchers in planning and conducting research projects, literature reviews, and data collection efforts.
2. Data Collection: Gather relevant data from various sources, including surveys, interviews, databases, and secondary research.
3. Data Analysis: Analyze quantitative and qualitative data using appropriate tools and techniques under the supervision of senior researchers.
4. Report Contribution: Contribute to the preparation of research reports, articles, and presentations by providing well-organized data and insights.
5. Collaboration: Collaborate with the research team, stakeholders, and experts to ensure smooth project execution and achieve research objectives.
6. Literature Review: Assist in conducting literature reviews to identify key research gaps and relevant studies in the field of CSR and sustainability.
7. Research Administration: Support administrative tasks related to research projects, including record-keeping and documentation.
8. Professional Development: Take part in training sessions and learning opportunities to enhance research skills and stay updated on relevant trends.

### **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 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