

## **INDIAN INSTITUTE OF CORPORATE AFFAIRS**

(A Registered Society established by the Ministry of Corporate Affairs)

### **Application for the Post of Director General & Chief Executive Officer**

Applications are invited for the post of Director General & Chief Executive Officer (DG & CEO) in Indian Institute of Corporate Affairs (IICA), established as a unique world-class institution to function as a think tank, action research, service delivery and capacity building support to the Ministry, corporate sector, professionals and related stakeholders.

The DG & CEO would be appointed for a period upto 5 years or upto the age of 65 years, whichever is earlier. The DG & CEO shall be appointed on the basis of the recommendations of a Search-cum Selection Committee. The post carries a fixed pay scale of Rs. 25,000/- (pre-revised). (To be revised as per the decision of Ministry of HRD in case of revision of pay scales for heads of IITs/IIMs.)

The applicant should be a person with eminent academic credentials in the field of Corporate Affairs. He should be an able administrator with proven leadership qualities and should be a visionary.

The applicants may log on to [www.mca.gov.in](http://www.mca.gov.in) to download the prescribed proforma for applying for the post. The applications may be submitted to Shri Manoj K.Arora, Director, Ministry of Corporate Affairs, Room No.538, 'A' Wing, Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi - 110 001 latest by 21<sup>st</sup> September, 2009.

Applicants working with Central/State Government are requested to send their applications through proper channel in the prescribed format along with vigilance clearance and copies of ACRs for the last five years. Such applicants may also send advance copies of their application directly to the aforementioned officer, while they may submit their applications through proper channel.

**Indian Institute of Corporate Affairs - Synopsis**

Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs as a holistic think-tank, capacity building, service delivery Institute to help corporate growth, reforms and regulation through synergized Knowledge Management, global partnerships and real time solutions.

3. IICA has been registered as a Society under the Society's Registration Act 1860 on 12.09.2008. The Board of Governors has 17 Members, more than 2/3<sup>rd</sup> of whom are from amongst eminent corporates, professionals, institutions and experts. DG & CEO will be on the Board of Governors of IICA. IICA is to create the global business leaders and wealth creators of tomorrow. It is to also focus on entrepreneurs, SMEs, Limited Liability Partnerships and associated employment creation. At present the Institute is operating from Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. The campus of the Institute is being constructed at IMT, Manesar.

4. IICA is conceptually unique. It is providing holistic treatment to all issues/disciplines which impact on corporate effectiveness and functioning. It is the first institution set up to be formally the 'think-tank' for a major Ministry of Government of India. Symbiotic partnerships with Corporates, Professionals and World Class Universities / Institutions / Experts have been built into its DNA. Knowledge creation and knowledge management are key components of its strategy for excellence. Inclusive growth issues are to receive focused attention through Corporate Social Responsibility initiatives. Capacity building, Organizational Development (OD) and innovation, both in government and corporate sector, would lay the foundation for effective interventions. Global knowledge will be applied for finding local solutions. Latest pedagogy and learning models are to be drawn upon, including distance education, e-learning and self learning.

5. A state-of-the-art and IT-enabled Knowledge Management (KM) system is being set up to synergize the initiatives and capabilities of the five Centres within IICA, as also with its partners. This will provide a two-way window between India and the world on the corporate landscape, developments, performance, potential and data. Knowledge creation is to include large scale action research on actual ground level issues / problems, for finding real-time solutions and capitalising on immense opportunities thrown up by environmental / energy / technological challenges. The KM system will also disseminate knowledge / information / data to all stakeholders whenever & wherever they need it, in an easy to understand and use format.

6. The institute is planning its priorities / activities on the basis of alternative visions of the likely future world / national economic scenario, and to work with Government, Corporates, Professionals etc. to proactively set in place appropriate

legal framework, policy prescriptions, institutional structures and delivery systems for optimizing economic growth and productivity.

7. The Institute is provide support to the Ministry in review/ revision of existing corporate laws, rule and regulations, as well as in framing of new ones, as per requirements of a dynamic economic environment. In addition, it is providing the much-needed training to Indian Company Law Service (ICLS) and other officials working for the Ministry, and supporting organizational reforms initiatives. IICA is also helping in continuous improvement of service delivery in diverse areas like MCA21, corporate governance, corporate social responsibility, investor education and protection, etc. The Institute is promoting and encouraging innovation and entrepreneurship, particularly in the small and medium enterprises, including through facilities for identification of emerging business opportunities, attracting venture capital, incubation, capacity building, and being a solution-provider. It is providing quality action research, consultancy and information services / support to all its stakeholders including the Government, corporates, professionals, Directors of companies, investors etc. IICA is helping develop and maintain a state-of-the-art Knowledge Management System, covering all aspects, issues, experiences relating to Indian and global corporate functioning / affairs, linked to internal and external sources of knowledge creation, development and warehousing, to provide data, information and knowledge to all stakeholders with speed and in formats designed for ease of access, navigation and utilization. The Institute is developing and is to establish a new discipline, to be called 'Corporate Affairs', for holistic treatment and coverage of all disciplines / subjects involved in, or impacting on, corporate functioning. The mandates for IICA mentioned above are not exhaustive but only outline briefly some of the important ones.

8. A number of institutions in India and abroad, as also captains of Indian industry have indicated interest/support for the institution. IICA has already entered into agreements with Indian Institute of Technology, Kharagpur, Intel Technology India Private Limited, Bangalore, George Washington University, USA, Carnegie Mellon University, USA and Deutsche Gesellschaft fur Technischche Zusammenarbeit (GTZ) GmbH. IICA is also working in collaboration with the Evian Group at IMD, Lausanne, Switzerland in the area of corporate leadership and inclusive growth.

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Job description of DG & CEO-IICA

1	Name and Designation of the post	DG & CEO
2	Pay Scale of the Post	Rs. 25,000/- (Fixed) (pre-revised) (To be revised as per the decision of Ministry of HRD in case of revision of pay scales for heads of IITs / IIMs).
3	Grade/category of the post.	-
4	Scientific/technical or administrative nature of the post.	Administrative
5	Functional justification (For each of category separately).	Head the core staff being recruited for IICA and functioning of the IICA Society as per the authority structure mandated by the Memorandum of Association of the IICA Society
6	How were the functions of the post being managed in the absence of its creation?	The organization is being newly created.
7	Duties and responsibilities of the post (Job description for each position)	The DG&CEO will be responsible for guiding the functioning of the institute so that the mission and vision of IICA are achieved. He would also function as the Member Secretary of the Board of Governors and will be responsible for ensuring the implementation of the decisions of the Board. He will also be responsible for coordinating the activities of various Centres and Schools while supervising the proposed Centre of Knowledge Management directly. 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.
8	Essential and minimum qualifications of the post.	The applicant should be a person with eminent academic credentials in the field of Corporate Affairs. He should be an able administrator with proven leadership qualities and should be a visionary.

9	Recruitment Rules relevant to the post.	Being a new organization, yet to start functioning, no RRs are there and it is proposed to fill up the post on deputation.
10	Mode of filling up the post.	The DG & CEO shall be appointed on the basis of the recommendations of a Search-cum Selection Committee.
11	Immediate feeder post in the line of promotion.	N.A.
12	Immediate promotion post in the hierarchy.	N.A.
13	Workload of the post (Extract of SIU study, if any).	N.A.

**Format of application**

Sl.No.	Details required	Detailed information
1.	Post applied for	
2.	Full name of the applicant	
3.	Date of Birth	
4.	Educational Qualifications (mention details of degrees, year, % of marks obtained, specialization, if any, University/Institute.	
5.	Training programmes/ workshops attended	
6.	Service to which the officer belongs indicating the batch, in case he/she is from an organized service.	
7.	Work experience (mention the details right from the date of first entry in service till date, durations served in various grades (pay scales) and organizations. Also mention the job contents in various posts.	
8.	Please provide the following information:  a) Details of the Academic/ Research and institution building work done	
	b) A brief write up on possible plan of action for developing IICA as a 21 <sup>st</sup> Century Institution	
9.	Contact address, telephone numbers and email id of the applicant.	
10.	Signature of the applicant with date.	