

Government of India  
Ministry of Corporate Affairs  
Indian Institute of Corporate Affairs  
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F.No. IICA–2-44/2012

Date: 09.06.2022

**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. One candidate can apply for one position at a time.
4. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
5. The last date to accept application is as below-

S. no.	Name of position	Last date to accept application
1.	Principal Research Analyst- C-ID	30.06.2022
2.	Chief Program Executive- Valuation- SoF	30.06.2022
3.	Senior Research Associate- CfE2E	30.06.2022
4.	Consultant – Finance Division	30.06.2022
5.	Mid Level Researcher- ESG & Business & Human Rights	30.06.2022
6.	Fellow- FOIR Sectt.	20.06.2022
7.	Research Associate- FOIR Sectt.	20.06.2022

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 by last date indicated against the positions mentioned in the table above till 6 PM or email at [hr@iica.in](mailto:hr@iica.in). Incomplete applications/without supporting documents shall be outrightly rejected.

6. 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.	Principal Research Analyst (One)	Centre for Independent Director Sectt.	Contractual	1,00,000/-
2.	Chief Program Executive- Valuation (One)	School of Finance	Contractual	1,00,000/-
3.	Senior Research Associate (One)	Centre for E2E in CSR	Contractual	70,000/-
4.	Consultant (One)	Finance Division	Contractual	30,000/-
5.	Mid Level Researcher (One)	Environment, Social And Governance (ESG) and Business & Human Rights (BHR)	Contractual	50,000/-
6	Fellow (One)	Forum of Indian Regulators Secretariat	Contractual	50,000/-
7.	Research Associate (One)	Forum of Indian Regulators Secretariat	Contractual	30,000/-

## JOB DESCRIPTION

### **1. Principle Research Analyst- Centre for Independent Directors**

#### **Job Description:**

The PRA will be working with and supporting the Centre for Independent Directors, IICA with the research activities such as conducting empirical research, secondary data based research, survey and development of such reports for adding further to the knowledge domain.. The candidate will be responsible to develop the centre as an apex body for developing Independent Directorship as a profession in the country by deploying Indian way of Corporate Affairs and governance.

The emphasis of the role will be on conducting action research, producing policy papers / reports, development and periodic up gradation of capacity building course content, advocacy initiatives, professional advisory services to Independent Directors and the boards, producing national and global best practice reports. The focus of the centre will on the professional development of Institution of Independent Directors with exclusive research agenda on Indian Way while supplementing the mandate of corporate governance at IICA through its School of Corporate Governance and Public Policy. Aggregation shall lead to development of Indian way of professional development of institution of independent directors.

#### **A. Knowledge:**

##### **Essential:**

**A.1** First Class Masters in Management, Law, Economics, Finance/Commerce/Public Policy or any other relevant discipline with substantial exposure to policy framework and practice aspects of Corporate Governance and public policy.

**A.2** The candidate must possess a minimum of eight years of experience of working with a think tank, chamber of commerce, academic institution, consultancy or advisory body.

**A.3.** Proven track record of research / publications on the subject in reputed journals or publications.

##### **Desirable:**

Prior experience of working in area of corporate governance / Independent Directors/board advisory or the relevant theme would be a plus. A proficiency certificate on the subject from a reputed institution would be preferred.

#### **B. Skill Set:**

The ideal candidate is desired to have a strong orientation towards the subject of corporate governance and specifically Independent Directors/board of directors with proven skills on action research, developing policy papers / reports, content development (including e learning) and curation for capacity building. In addition the candidate is expected to have strong communication and outreach skills for creating impactful influence, IT and public relations skills for creating lasting impact.

#### **C. Aptitude:**

The ideal candidate should have strong aptitude towards research, creativity, learning and communications and ability to handle challenges independently. He must be passionate for capacity building of emerging profession of Independent Director to hold them act as agents of change.

## 2. CPE – Valuation – School of Finance

### Essential Qualification:

Master's degree in finance, commerce, economics or related field. CA,CS,CMA with relevant experience can also apply.

**Essential Experience:** Minimum 5-year experience in the area of finance, preferably in valuation (academic and/or practice).

### Desirable Qualification:

1. M Phil / PhD in Finance (preferably on valuation related topic)
2. Valuation training/course(s) from a reputed institution from India or abroad
3. UGC NET exam
4. Publications/articles in reputed journals on valuation or related themes.

### Desirable Experience:

1. Valuation – academic and/or practice.
2. Research and preparing knowledge products like articles, books, reports, white papers.
3. Content development for courses, training programs preferably in the area of valuation (or finance)

### Key Job Responsibilities:

1. Academic and research support to valuation related activities of the school, including IICA Valuation Certificate Program (IVCP);
2. Content development, articles, reports, knowledge products etc on valuation and related topics;
3. Undertaking research projects on contemporary valuation and related topics;
4. Organizing webinars, conferences, panel talks on valuation and related topics;
5. Develop and launch periodicals like newsletters, journals etc on valuation
6. Coordination with faculty/experts and participants
7. Handling online courses and programs on Learning Management System (LMS)
8. Social Media Management of activities related to valuation
9. Preparing final reports for each course/program/activity
10. Any other duties assigned by the Head of School of Finance The candidate must have extremely high standards in terms of quality of work, attention to detail and absolute commitment to timely completion of the task

## 3. Senior Research Associate- Centre for E2E in CSR

### Educational Qualification

- Full Time Post-graduate degree in social sciences, statistics or connected to CSR and Sustainability or related to needs and assessments, SROI, baseline surveys.

### Competencies

- High levels of drive and willingness to learn.

- Strong work ethic.
- Ability to achieve stretched targets.
- High levels of emotional stability.

### **Experience**

- General experience in CSR and Sustainability.
- Proven skills in research and report writing connected to need analysis and impact assessment.
- Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools
- Professional experience in writing and publishing need and impact assessments.
- Proven experience in developing research proposals, implementing field studies and report writing connected to need and impact assessment.
- Assessing Social Return on Investment (SROI) would be an added advantage.

### **Skill Set**

- For needs and impact assessments, SROI, etc the candidate should possess the following skills -
- Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment
- Develop assessment and evaluation tools for data collection for field study
- Compilation and analysis of data for assessment reports.
- Collect and analyse data, prepare draft reports for baseline surveys
- Writing and producing reports, research papers or briefs
- Excellent written English communication skills with documentation abilities
- Provide Project/program coordination including facilitating client communications and data collection and analysis processes
- Pull out data from secondary sources, journals.
- Ability to work with a team(s).

### **Key Tasks/ Nature Of Activities**

- Conduct general research connected to CSR/sustainability.
- Organize research specifically related to needs and impact assessment, baseline studies, SROI, etc, connected to developing proposals, conducting literature review, framing questionnaires, doing field survey, data collections and other sources of information and collect, record, analyze, evaluate data/facts.
- Support, facilitate and maintenance of CSR data;
- Do any other duty as entrusted by the Competent Authority.

### **4. Consultant- Accounts**

- **Essential:-**
- BCOM/ BBA/ MCOM/ MBA from any recognized University and post qualification experience of two years.

- **Desirable :-**
- 1. Knowledge of Tally/ SAP or any other ERP system, well versed with MS Excel and MS word.

## **5. Mid- Level Research Associate- Environment, Social and Governance (ESG) AND Business & Human Rights (BHR).**

### **Essential Qualification**

- Advanced Degree/Diploma in Environment, Social and Governance (ESG) or other relevant discipline from a respected educational institution is required.
- Understanding of ESG, United Nation Guiding Principles on Business and Human Rights, National Guidelines on Responsible Business Conduct, Business Responsibility Reporting, with experience in interpreting legal provisions on ESG being desirable;
- An ability to organise and deal efficiently with administrative matters;
- Ability and willingness to work collaboratively and collegially
- Candidate would be given preference with advocacy and consultancy background
- Excellence in research, writing and communication skills.

### **Essential Experience**

- Demonstrated interest with an experience of minimum 2 years in relevant field of ESG and BHR
- Deep understanding of the subject and a high quality scholar in the ESG and BHR domain
- An ability to co-ordinate research activity in this area, with experience in empirical research being an advantage
- Professional experience in writing and publishing technical reports, documentation

### **Skill Set**

- Willingness to interact appropriately with practitioners, companies, and others working in the field of ESG
- Business and Human rights due diligence at the corporate, market, product, or site levels that identifies unique company impacts, risks, and opportunities
- Policies and processes for articulating corporate commitments to ESG and BHR and integrating the same into core business functions
- Mature and independent individual who can juggle multiple deadlines with minimal supervision.
- Strong networking skills, friendly personality and team player

### **Key tasks/nature of activities**

- Ability to design and develop core content in the domain of ESG and BHR
- Interpret various ESG frameworks and communicate complex and evolving ESG topics to a range of stakeholders
- Facilitating lectures, workshops and seminar in relation to the courses on ESG and BHR
- Research, monitor and document ESG and business and human rights practices by collecting and analyzing information from a wide variety of sources;

- Desk review of data given by the selected companies, as part of their BRR reporting, including integrated reporting;
- Using statistical analysis to assess the progress on Pillar II of the UNGP (United Nation Guiding Principles)
- Write and publicize reports, briefing papers, letters, news releases, op-eds, and submissions to national or international bodies based on the findings;
- Support the establishment of a monitoring system to track companies progress on NGRBC indicators;
- Provide research support on ESG and business and human rights and contribute to outputs such as thematic reports and assessment reports; Draft issue papers and short policy briefs;
- Preparing deck for the meetings and working on the action points within the given timelines
- Ability and appetite to drive business development and contribute to the growth of IICA by assisting the Head of the department.
- Any other task assigned by Head, SoBE.

## 6. FELLOW- FOIR

### Qualification:

- Bachelor of Law (LLB)/ Master of Business Management / Post-graduate degree in Social Sciences/LLM/ other relevant field.

### Experience

- Minimum 2 years of work experience in conducting Social Science Research with proven knowledge of Qualitative and quantitative research.

### Desirable:

- Prior work experience in the field of work relating to government regulators.

### Skill Set:

- - Leadership skills.
- - Project management.
- - Understanding of Market Regulation in India.
- - Research and writing skills.
- - Excellent communication skills.

### Activities:

- - Helping in day to day administration of the FOIR Centre at IICA.
- - Work pertaining to course curriculum development of training modules.
- - Delivering lectures in the concerned specialized subjects
- - Assist in course designing for training programs and academic programs.
- - Assist in conducting examination, prepare question papers and evaluation.
- - All work relating to the academic and non academic activities in FOIR.
- - Administrative and financial compliances.
- - Planning and implementation of various activities (on site and off site) of FOIR
- - Managing tenders and handling vendors.
- - Liaison with all stakeholders at FOIR, CERC and IICA.

- - Complete assistance in the conduct of the Annual General Meeting, other meetings and other activities such as webinars/seminars/capacity building activities from time to time.

**Key Tasks:**

- Overall management of FOIR Secretariat

**7. Research Associate- FOIR**

**-Essential Qualification:**

- Bachelor of Law (LLB)/ Master of Business Management / Post-graduate degree in Social Sciences/LLM/ other relevant field.

**Essential Experience:**

- - Minimum 1 year or more of work experience with proven skills in research and writing/project management preferably in the area of regulatory affairs.
- Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools.
- Professional experience in writing and publishing technical reports, documentation.

**Remuneration and other Conditions:**

- i. Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- ii. No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- iii. 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.
- iv. The period of engagement will be initially for a period of six months/ one year, which may, at the discretion of the competent authority be either extended or curtailed depending on performance and requirement.
- v. The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. 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.
- x. Conditions may be relaxed by the competent authority in exceptional circumstances.

**Selection Procedure**

- a. 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.
- b. 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:

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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 From To	Organization from where received	Nature of Training received	Remarks

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