

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: 26.09.2022

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.

2. Interested and eligible candidates can forward their CVs at hr@iica.in/ 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 17.10.2022. 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 as indicated against the positions mentioned in the table till 17.10.2022 by 6 PM or email at 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:-

S.No.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) P.M.
1.	Senior Research Associate-Mediation & Dispute Resolution. (One)	School of Finance	Contractual	75,000/-
2.	Senior Research Associate (One)	Centre for E2E in CSR	Contractual	75,000/-
3.	Assistant Librarian (One)	Knowledge Resource Centre / Library	Contractual	30,000/-
4.	Consultant (Academics) (One)	Graduate Insolvency Program (GIP) Secretariat	Contractual	30,000/-

JOB DESCRIPTION

1. Senior Research Associate – Mediation & Dispute Resolution

B. Essential Qualification:

- Bachelor's degree in law, finance, economics or related field.

C. Essential Experience:

- Minimum 2-year experience in the area of research and academics.

D. Desirable Qualification:

- Master's degree in law (with Mediation/ADR module)
- Mediation training from a reputed institution from India or abroad.
- UGC NET exam
- M Phil / PhD
- Publications/articles in reputed journals on mediation or related themes.

D. Desirable Experience:

- ADR with focus on mediation, negotiation and dispute resolution.
- Research and preparing knowledge products like articles, books, reports, white papers.
- Content development for courses, training programs preferably in the area of Mediation
- Design and business development / marketing of courses, training programs and other knowledge products in the area of mediation and dispute resolution.
- Online Learning Management System (LMS), preferably Blackboard.

E. Key Job Responsibilities:

- Design and delivery of programs, courses, training on mediation and dispute resolution.
- Coordination with faculty/experts and participants
- Handling online courses and programs on Learning Management System (LMS)
- Business development / marketing of courses, training programs on mediation
- Social Media Management of activities related to mediation and dispute resolution training.
- Organizing webinars, conferences, panel talks on mediation and related topics
- Preparing final reports for each course/program/activity
- Preparing budgets and maintaining financial records of the courses / programs
- Internal secretarial work related to running of courses/programs.
- 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.

2. 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.

3. Assistant Librarian- KRC/ Library

Educational Qualification:

- A Master's Degree in Library Science, Information Science/ Documentation Science or an equivalent professional degree, and a consistently good academic record with knowledge of computerization of library.
- Sound knowledge of computers, Open Source Software, Library Management Software, Work experience in ICT and database management in the libraries will be given preference .

Experience: -

Should have 3-5 years' experience in organizing and managing Library activities in any academic / Corporates /Research Institution.

- Knowledge and experience in all the day to day technical activities of the Library.

Desirable:

- Good Communication Skills. (Linguistic aptitude and command over English and Hindi languages).

4. Consultant-Academics (GIP Sectt.)**Education eligibility -**

- Graduate in Communications/Business Management/Marketing/Public Relations/Social Work.
- Preference will be given to candidates having Masters/professional qualification in the field of Communications in Education sector.

Experience -

- Should have minimum of 3 - 5 years of experience in Education sector in applying Social Media Strategies and should have thorough knowledge of working mechanisms of Social Networking Sites (Facebook, LinkedIn, Twitter, YouTube etc.)
- Should be a Social Media expert – video editing, designing social media posts etc in Education sector.

Roles and Responsibilities –

- Planning and co-ordination with Industry experts, Recruiters, Colleges/Universities, autonomous bodies etc. during the process of Admission, Internship placement & Final placement.
- Continuous update programme curriculum to ensure that it is current and of required standard at all times.
- Work hand-in-hand with the teaching staff to ensure improvement in teaching standards by recommending certain changes when it is necessary.
- Carry out academic reports and records, and also ensure proper documentation of them all.
- Contact all marketing driven leads/colleges/universities/industry experts/recruiters /faculties etc. via phone and email to establish interest and set face-to-face appointments.
- Carry out data analysis as at when due.
- Developing creative content for social media posts, increasing social media presence of the GIP Programme.
- Create online banner adverts. Edit and post videos, podcasts and audio content to online sites.
- Email marketing/mail/sms campaigning and conference calls and follow-ups.
- Managing database and provide analysis as per requirements. Filing documentation, preparation of minutes of meetings, reports of events, etc.
- Any other work assigned by Head, CIB.

Skills required –

- Enthusiastic, hardworking, takes initiatives, multitasking, excellent interpersonal and communication (written and verbal) skills and a team player.
- Should possess excellent digital acumen.
- Should also have strong project management abilities in order to oversee multiple social media campaigns.
- Creative and Innovative approach.
- Confident and self-motivated

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:

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.) ResidenceMobile.....e-mail Id.....

12. Any other relevant information: Place:

Dated:

Signature of the Candidate