

**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: 10.08.2022**

**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 per the dates mentioned against each position **till 6 PM-**

<b>S. no.</b>	<b>Name of position</b>	<b>Last date to accept application</b>
1.	Senior Research Associate – Partnership & Promotion Centre for Independent Directors	26.08.2022
2.	Research Associate Investor Education Protection Fund Secretariat	26.08.2022
3.	Program Coordinator/ Program Executive Graduate Insolvency Program Secretariat	26.08.2022
4.	Consultant (Academics) Graduate Insolvency Program Secretariat	26.08.2022

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 due date till 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:-

<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 Research Associate – Partnership & Promotion (One)	Centre for Independent Directors	Contractual	75,000/-
2.	Research Associate (One)	Investor Education Protection Fund Secretariat	Contractual	50,000/-
3.	Program Coordinator/ Program Executive (One)	Graduate Insolvency Program Secretariat	Contractual	30,000/-
4.	Consultant (Academics) (One)	Graduate Insolvency Program Secretariat	Contractual	30,000/-

## **JOB DESCRIPTION**

### **1. Senior Research Associate (SRA)- (Partnerships and Promotion)**

#### **Qualification:**

Master's in Marketing/Communication /Management/Commerce/Economics/Finance or other related areas.

#### **Desirable Qualification:**

Degree/Diploma/Certification in marketing/digital marketing / brand management etc.

#### **Experience:**

Total 3 Years of Working Experience in the areas mentioned in “deliverables”

#### **Skills:**

1. Knowledge of Institutions working in the field of Corporate Governance / Independent Directors in India / Abroad
2. Abilities to Initiate/leverage/forgo Institutional Partnerships
3. Building partnership network with best in class educational, advocacy, research institutions and think tanks for pursuing objectives of the databank.
4. Excellent Written and Verbal Communication
5. Expertise in dealing with National and Global Institutions / chambers of commerce / PSUs / Private Sector Companies.
6. Skills of executing the partnership network with a business model for conceiving collaborative programs and generating revenue.
7. Experience of conducting seminars, training programs, workshops, conferences and other collaborative profit sharing activities by creating thought leadership.
8. Experience in Digital Marketing and Brand Building.

#### **Key Deliverables:**

1. Identification of Key National Partners for increasing Network Size
2. Identification of Key Global Partners for increasing Network Size.
3. Coordination on scope of work with New Partners
4. Co-ordination on Deliverables relating to the scope of work with existing Partners.
5. Developing Action Roadmap for Workshops, Seminars, and Face to face training programs in accordance with the Partner Scope.
6. Promotion of the Independent Directors Databank to increase the registrations of Individuals and corporate users
7. All possible marketing efforts, based on marketing strategy to place the databank at a higher level by enhancing the visibility, traffic, usage and registrations.
8. Persuading the Companies for registration and also for selecting the profiles for their placement as IDs on boards.

**Note:** Candidates with relevant work experience but having less qualification or work experience may be considered at a lower salary.

## 2. **Research Associate/PhD Scholar- IEPF Research Chair**

### **A. Essential Qualification:**

Master's degree in Finance, Economics, Management (preference for candidate with aptitude for using statistical tools and statistical programming).

### **B. Desirable Qualification:**

- Ph.D/M.Phil/UGC NET qualification.
- Publication / presentation of research papers in refereed international & national journals / conferences.
- Post Graduate Diploma/ Program/ Certificate Course in financial literacy and areas connected to investor education and building awareness of investor and similar activities connected to financial literacy.

### **C. Experience**

- i. At least 2 years' work/research experience in related field (Prior experience in activities specific to items given in the "Responsibilities" stated below is desirable)
- ii. Demonstrated proficiency in computer based statistical tools and applications (Prior experience or training in data science/ statistics is preferred)
- iii. Excellent verbal, written English communication skills with documentation abilities.
- iv. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks is an asset.

### **D. Responsibilities**

To support and assist the Chair Professor in the following activities-

#### **A. Conducting Research (doctrinal/empirical), survey, etc. on contemporary issues related to investor education and protection like:**

- i. Evidence basis for targeting efforts and designing approaches.
- ii. Evaluation and measurement of investor awareness programs
- iii. Identifying needs and priorities specific to local culture and demographics.
- iv. Identifying reasons for popularity of investment schemes such as Ponzi Schemes, collective investment schemes etc.
- v. Identifying disaggregated interventions that would improve decision making an investment at family/individual level across different social-economic classes.
- vi. Conducting longitudinal surveys to get a better grasp of investor's behavior and attitudes over long term etc.
- vii. Any other area of financial education/inclusion and investor protection

B. Identifying and disseminating global best practices in the area.

C. Developing knowledge products, booklets, case studies, etc. related to investor/financial education and investor protection.

D. Publishing in the form of books, monographs etc. to meet the existing knowledge gap and the result of the studies conducted by the chair.

E. Organizing workshops/conferences/seminars/webinars/summer schools, etc. on issues related to investor/financial education and investor protection

F. Collaborating with reputed institutes (national and international) for knowledge exchange.

### **3. Programme Coordinator/ Program Executive (GIP Sectt.):-**

#### **Education eligibility -**

Candidate should be a Graduate/Post-Graduate preferably with experience of working in educational institution, think tanks etc.

#### **Experience -**

Should have minimum of 3 - 5 years of experience. Prior experience of curriculum design, programme management is desirable.

Computer literate and experience in database navigation and should be well conversant with MS Office applications.

#### **Roles and Responsibilities include -**

- Facilitating lectures, workshops and seminar in relation to GIP.
- Preparation of weekly time table and co-ordination with faculties to deliver lectures.
- Planning and co-ordination with student, Industry experts, Recruiters, Colleges/Universities, autonomous bodies etc. during the process of Admission, Internship placement & Final placement.
- Proper monitoring of sessions and students in class without any interruption.
- Obtaining government approvals / sanctions for various approvals in relation to course.
- Preparing budgets, annual reports & monthly newsletter including audit reports.
- Help in ensuring smooth transition of students from one level of education to another with proper guidance.
- Conduct training for students to ensure their development.
- Provide professional support/advice to students in order to help them make the right choices.
- Develop a conducive and positive learning environment for both prospective and already enrolled students.
- Overall supervision of welfare and discipline.
- Handling of training grant for procurement and distribution of stores, honorarium and other related expenditures.
- Keeping a master ledger to keep proper records of all documents and file.
- Perform any duties assigned from time to time by the Head (CIB).

#### **General Coordination -**

- All admin arrangements including security clearances for field tours, issue of movement orders and drawl of TA/DA advances, mess coordination, programme coordination.
- Allocation of office and residential accommodation for staff and course members.
- Arrangements of training related internal functions and events, including visit from foreign delegates.
- Supervising of administrative responsibilities such as arrangements of visiting faculties and their required logistic support, IT facility for the programme - Updating of social media pages.

- Liaise with the Knowledge Resource Centre for any documents/ paper / magazine/ newspaper/gifts to be preserved pertaining to its historical value.
- Any other task assigned by Head CIB.

**Skills –**

- Excellent communication skills
- Strong networking skills
- Mature attitude with a capability to discuss business issues good leadership skills.
- Confident and self-motivated
- Friendly personality and team player
- Good attention to detail Ability to write detailed follow-up notes for business reporting Experience of marking educational courses.

**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		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