

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

Phone. No.: 0124 –2640000

Email: / [hr@iica.in](mailto:hr@iica.in) / [gauri.raina@iica.in](mailto:gauri.raina@iica.in)

F.No. IICA–2-44/2012

Date: 23.05.2022

**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 7<sup>th</sup> June, 2022 till 6 PM. 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 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.	Chief Program Executive (One)	Graduate Insolvency Program Sectt.	Contractual	60,000/-
2.	Research Associate (One)	Graduate Insolvency Program Sectt..	Contractual	40,000
3.	Senior Research Associate (One)	Environment, Social And Governance (ESG) and Business & Human Rights (BHR)	Contractual for a period of 08 months, Subsequently, the candidate may be considered in priority under the renewal of this project.	65,000/-

## **JOB DESCRIPTION**

### **1. Chief Program Executive- GIP Sectt.**

#### **Eligibility –**

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

#### **Experience –**

Should have minimum of 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.

#### **Key job responsibilities: -**

Chief Programme Executive/Programme manager will work under the overall supervision of the Head CIB for smooth functioning of the programme.

#### **The primary head of responsibilities include: -**

- Facilitating lectures, workshops and seminar in relation to GIP.
- Obtaining government approvals / sanctions for various approvals.
- Preparing budgets and annual reports including audit reports.
- Issue of administrative orders/instructions where required by the Secretariat.
- 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.
- Oversight and supervision of functioning of the GIP secretariat
- Coordination issue of weekly time table. -Supervising of administrative responsibilities such as arrangements of visiting faculties and their required logistic support, IT facility for the programme
- Updation 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.

**2. Research Associate- GIP Sectt.**

***Essential Educational Qualification*** – LL.M.

Essential Work Experience – 2 to 3 years.

***Desirable Work Experience*** – Prior experience of working in Academia OR Research Foundations. Candidates having Research Publications will be preferred.

***Job Responsibilities*** –

- (i) Undertake research work related to Insolvency and when directed by the Head, CIB.
- (ii) Teaching/tutoring GIP students
- (iii) Conducting Workshops to disseminate and deliberate new challenges in the area of Insolvency.
- (iv) To build up knowledge resource for CIB to facilitate GIP.

**3. SENIOR RESEARCH ASSOCIATE- ENVIRONMENT, SOCIAL AND GOVERNANCE (ESG) AND BUSINESS & HUMAN RIGHTS (BHR).**

**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.

### **Experience**

- Demonstrated interest with an experience of minimum 3 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.

### **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