

Dated- 04.06.2022

**FILLING UP OF THE POST OF ADMINISTRATIVE OFFICER IN THE INDIAN INSTITUTE OF
CORPORATE AFFAIRS IN THE LEVEL-12 OF PAY MATRIX [Rs. 78,800-2,09,200] ON DEPUTATION/
DIRECT RECRUITMENT BASIS IN IICA**

Indian Institute of Corporate Affairs (IICA), Manesar has been established as an autonomous institution and been registered under the Societies Registration Act, 1860 (21 of 1860) by Ministry of Corporate Affairs, Government of India. The institute campus, spread across a sprawling 14-acres, has state-of-the art infrastructure. The campus has residential blocks, hostel facilities for staff and students, recreational centre, a well-stocked library, an in-house auditorium and an efficient knowledge management system. The IICA proposes to fill up the post of Administrative Officer on Direct Recruitment/ deputation basis.

Sl. No.	Name of Post	Pay Level in Pay Matrix (Pre-revised Scale) As per UGC pay rules	No. of posts	Category (In case of Direct Recruitment)
1	Administrative Officer	Level 12 (Rs.78,800-2,09,200)	1	UR

SUBMISSION OF APPLICATIONS:

Candidates desirous of applying for the aforementioned positions on Deputation/Direct Recruitment basis are advised to satisfy themselves that they fulfill the educational qualifications and experience criteria prescribed for the post/(s) against which they intend to apply.

- Please read carefully the detailed instructions appended to this vacancy notification.
- The applications in the prescribed proforma along with requisite documents should reach **“Administrative Officer, Indian Institute of Corporate Affairs, Plot No.6,7&8, Sector-5, IMT Manesar, District- Gurugram (Haryana), PIN-122052 by 03.08.2022 till 5.00 P.M.** The applications received after the closing date/time shall not be entertained.

“Invitation of Applications”

1. Introduction

Indian Institute of Corporate Affairs (IICA) is looking for filling up of Administrative Officer in the Institute on Direct Recruitment/ Deputation.

2. About Indian Institute of Corporate Affairs (IICA)

Indian Institute of Corporate Affairs (IICA) located at Manesar, District-Gurugram, Haryana has been established as an autonomous institution by Ministry of Corporate Affairs (Government of India) and been registered under the Societies Registration Act, 1860(21 of 1860). It acts as a think tank and a Centre of Excellence to support the growth of corporate sector in India through an integrated and multi-disciplinary approach. The Institute, through its various centers, schools and foundations, offers capacity building and advisory solutions to Central/State Governments, Statutory Authorities, Public Sector Undertakings (PSUs) and private corporate. To know more about IICA, please visit our website at www.iica.nic.in.

3. Our Requirement

IICA works to deliver opportunities for research, education and advocacy. It is also a think tank that curates a repository of data and knowledge for policy makers, regulators as well as other stakeholders working in the domain of corporate affairs. Set up as the premier institution that aims at providing astute and credible intellectual leadership in corporate regulation, governance and running sustainable businesses, IICA is a think-tank, capacity building and service delivery institute. Its work enables corporate growth, reforms and regulation through synergized knowledge management, and global partnerships thus offering real-time solutions. IICA propels knowledge and training through its network of schools and centers. It has six schools and six hubs of excellence carrying this vision forward. Key activities carried out by IICA include induction and in-service training to Indian Corporate Law Service (ICLS) officers, capacity-building and training programmes, policy advisory functions, public outreach and stakeholder consultations through seminars, conferences and forums. In above backdrop, IICA is looking for bright and young Indian scholars with an ability and aptitude for teaching, research, conducting programmes and handling projects entrusted from time to time. The institute offers young scholars a professional environment to groom their knowledge and aptitude.

4. Compensation Package

In addition to the pay, as per pay matrix as indicated against the post at **Annexure-I** benefits like Dearness Allowance, Transport Allowance, Accommodation as per rules or House Rent Allowance in lieu thereof, Leave Travel Concession (LTC) medical facilities and other compensation packages are also available as admissible to the employees of the IICA as per IICA's rules in case of appointment on deputation/direct recruitment basis only.

5. Positions available and other details

Details of the opening available, including pay-scales, minimum educational qualifications and experience required, number of posts, etc. are given at **Annexure-I**. However, the vacancy is subject to change and the IICA, at its discretion, may or may not fill up the post.

6. Submission of applications

The candidates are advised to go through the detailed instructions and guidelines at **Annexure-II** before filling up the application form in prescribed format given at **Annexure-III**. The application form, complete in all respects, along with the requisite documents should reach **“Administrative Officer”, Indian Institute of Corporate Affairs**, Plot No.6,7 & 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122052 positively by **03.08.2022 till 5:00 PM**.

7. Method of Selection

All applications received up to due date/time will be screened with reference to the minimum educational qualifications and experience criteria prescribed for the position/(s) and only shortlisted candidates would be called for making presentation and/or interview before the duly constituted selection committee on a date/time which shall be communicated separately. The Institute reserves the right to devise its criteria for short listing of candidates for all the positions advertised. The duly constituted Selection Committee will shortlist the candidates adopting such criteria. Candidates are advised to mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, and ensure that all details are complete, accurate and correct.

7.1 Decision of IICA in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of test/examination/interview, will be final and binding on the candidates.

-sd/-
(Anil Kumar)
Administrative Officer
Phone: +91-124-2640086

ANNEXURE-I**Details of Vacancies and Eligibility Conditions applicable, etc.**

S. No.	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Administrative Officer
2.	No. of position/(s) & Reservation	:	01 (One)
3.	Scale of Pay/Pay Matrix/ Consolidated remuneration/fee	:	Level-12 [Rs.78,800-2,09,200] [PB-3, Rs.15,600-39,100+ Grade Pay Rs.7600 (pre revised)]
4.	Mode of Recruitment	:	Direct Recruitment : UR Deputation : 03 years
5.	Educational Qualifications & Experience required	:	
	<i>Direct Recruitment</i>	-	<p>Essential: 1st Class Graduate degree in any discipline with 8 years of experience in managerial and administrative capacity in government or in public or private sector in dealing with administration, accounts and establishment matters.</p> <p>Desirable: Having experience in Corporate Affairs or managing academic institutions/financial management/human resource management.</p>
	<i>Deputation</i>	-	<p>Essential: 1st Class Graduate degree in any discipline and having analogous posts; or with 5 years' service in the Grade Pay of Rs. 6600 (Level-11 of Pay Matrix) or with 10 years' service in the Grade Pay of Rs. 5400 (Level-10 of Pay Matrix).</p> <p>Desirable: Having Experience in Corporate Affairs or managing academic institutions/financial management/human resource management.</p>
6.	Age Limit		Upto the maximum of 56 years in case of deputation

INSTRUCTIONS AND GUIDELINES TO CANDIDATES

1. CITIZENSHIP: Applicant must be an Indian Citizen.

2. AGE LIMIT: The age limit of the posts has been given in **Annexure-I** of the document “Invitation of applications” on previous pages.

3. MINIMUM EDUCATIONAL QUALIFICATIONS: All applicants must fulfill the essential minimum educational qualifications required for the post and other conditions as stipulated in **Annexure-I** of this vacancy notice. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the posts applied for.

Note I: The prescribed essential qualifications are the minimum and mere possession of the same does not entitle the candidates to be called for the presentation and/or Interview.

Note II: The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach self attested copies of the Certificates including mark sheets in support thereof.

Note III: In support of Educational Qualifications, mere submission of the mark sheets alone in lieu of Degree/Diploma/Certificates will not be accepted by the IICA.

Note IV: The provisional claim whatsoever in regard to eligibility criteria for the post/(s) will not be accepted by the IICA.

Note V: The crucial date of determining the eligibility, educational qualifications, experience and age limit prescribed for the various positions mentioned in Annexure-I shall be the last date prescribed for submission of applications in this vacancy notice.

Note VI: Only post qualification (as prescribed) experience would be taken as relevant experience indicated in **Annexure-I**.

4. DEPUTATION TERMS & CONDITIONS:

Candidates who are already working in Central/State Governments, Statutory/Autonomous Bodies, Universities, Public Sector Undertakings, Semi-government Bodies etc. can also apply on deputation/deputation on foreign service terms. The terms and conditions of deputation/deputation on foreign-service terms including upper age limit in such cases for deputation shall be governed by Department of Personnel & Training (DoPT) O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended/clarified from time to time.

5. HOW TO APPLY

Candidates must carefully read the instructions and apply only in the prescribed Application Format given at **Annexure-III**, which can also be downloaded from the website of IICA at www.iica.nic.in.

- ii) The application should be submitted strictly in accordance with the prescribed format. Any alternations/cuttings/over-writing should be duly countersigned by the Candidate.
- iii) Before filling in the application form, the candidate must be sure of fulfilling the eligibility criteria with respect to age, educational qualifications and experience etc. for the post being applied for. His/ her candidature shall stand cancelled in case the candidate does not fulfills the eligibility criteria and/or has furnished incorrect/false information/certificate/documents or has suppressed any material fact/(s).
- iv) The institute will communicate only with shortlisted candidates. The shortlisted candidates would be called for making presentation and/or interview before the duly constituted selection committee which shall be held at IICA Campus, Manesar/New Delhi on a date/time which will be communicated separately.
- v) The applications, complete in all aspects must reach the **“Administrative Officer”, Indian Institute of Corporate Affairs, Plot No.6,7 & 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122052** on or before the prescribed closing date. The applications received after last date/time prescribed shall not be entertained.

Note I: Candidates should clearly note that the IICA will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. The applications received after the prescribed last date/time will **NOT** be entertained under any circumstances and all such applications will be summarily rejected. Candidates should, therefore, send their application/(s) so as to reach IICA's on or before the prescribed last date/time.

Note II: Candidates can also deliver their application/(s) in person at the Reception of Indian Institute of Corporate Affairs (IICA), Plot No.6,7 & 8, Sector-5, IMT Manesar, District- Gurugram (Haryana), PIN-122052 under proper acknowledgement.

Note III: Applications received through couriers or courier services of any type shall be treated as having been received 'BY HAND' at the IICA's Reception.

- vi) Candidates are requested to super scribe the words **“APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER ”** on the top of the Envelope while sending the application.
- vii) Any dispute arising out of this recruitment process shall be subject to the sole jurisdiction of the Courts in Haryana.

7. CERTIFICATE/(S) TO BE ATTACHED:

Candidates should note that they should attach with their application self- attested copies of the following documents:

- (i) Matriculation or equivalent certificate in support of their declaration of age;
- (ii) Degree or Diploma Certificate or other certificate including mark-sheets in support of their educational qualifications;

- (iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated;
- (iv) Certificate/(s) from the Head/(s) of Organization/(s)/Department/(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, as the case may be. The certificate/(s) should also mention the nature of duties performed/experience obtained in the post/(s) with duration/(s). These certificates should be issued on Letter Head and duly stamped by the Competent Authority.
- (v) A candidate belonging to Scheduled Castes or Scheduled Tribes has to submit an attested copy of a certificate in the prescribed form issued by the Competent Authority in support of his/her claim.
- (vii) A candidate who claims to belong to one of the category of Scheduled Caste has to submit in support of his/her claim an attested copy of a valid certificate in the prescribed form issued by the competent authority specified by the Govt. in their O.M. No. 36012/6/88-Estt.(Res.) dated 24.04.1990 and OM No. 36012/22/93_Estt.(Res) dated 15.11.1993.

NOTE:

- I. ORIGINAL CERTIFICATE/(S) SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF PRESENTATION AND/OR INTERVIEW.**
- II.** Candidate should note that the date of birth only as recorded in the Matriculation, Higher Secondary Examination Certificate or an equivalent certificate will be accepted by the IICA and no subsequent request for its change will be considered or granted.
- III.** If copies of the above certificates are not received with the application, it will be rejected and no appeal against its rejection will be entertained.

8. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates must not furnish any particulars that are false or suppresses any material information in filling up the application form. Candidates must also not furnish the certificate(s)/document(s) having any correction or alteration or any tampering in a document or its attested copy submitted by them. If there is any inconsistency between two or more documents or their attested copies, an explanation regarding such inconsistency should be submitted.

9. OTHER INFORMATION / INSTRUCTIONS:

- (i) Candidates must present themselves at such place, as may be fixed by the Institute for presentation and/or personal interview as and when required. The IICA does not defray payment of any expenses by the candidates called for presentation and/or interview except AC-III fare in mail/express trains by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he/she will actually perform the journey or the amount of fare actually incurred by the candidate, whichever is less. Details of such expenses may be furnished at the time of interview for reimbursement.

(iii) Candidates who intend to apply against any post on deputation/ deputation on foreign service terms should get their applications forwarded **through Proper Channel** alongwith attested copies of ACRs/APARs of the last 5 years (duly attested by an authority not below the rank of Under Secretary to the Government of India) with following certificates in prescribed format at **Annexure-V**:

- (a) Vigilance Clearance;
- (b) Certificate that no Minor/Major penalty has been imposed;
- (c) Integrity Certificate (duly attested by Administration Authority);
- (d) Cadre Clearance.

(iv) Candidates must be of sound health. If selected, they will have to undergo such medical examination and satisfy such medical authority as the IICA may require.

(v) Appointment of finally selected candidates would be subject to satisfactory report about his/her Character and Antecedents by the District/Police authorities, verification of caste/tribe and class certificate, wherever applicable, and completion of other pre-recruitment formalities to the complete satisfaction of the IICA.

(vi) No interim correspondence or personal enquiries shall be entertained by the Institute. The IICA, on conclusion of recruitment process, will publish the final results on its web-site. IICA will, therefore, not entertain any query regarding recruitment/selection process in the intervening period. Further, IICA will not enter into any correspondence with the candidates about reasons for their non-selection.

(vii) Canvassing in any form will disqualify the candidate.

Annexure-III



**Indian Institute of
Corporate Affairs**
Partners in Knowledge. Governance. Transformation.

Indian Institute of Corporate Affairs,
(Ministry of Corporate Affairs)
Plot No.6, 7 & 8, Sector-5,
IMT Manesar, District-Gurugram
PIN-121 052 (Haryana)
Tele: 124-264 0000 Fax: 124-2291036

APPLICATION FORM

NAME OF THE POST APPLIED FOR: _____

Mode of Recruitment: Deputation/ Direct Recruitment: _____

The Application form should be filled in by the candidate in his/her own hand writing neatly and legibly in **BLOCK CAPITALS** only. Separate sheets may be attached wherever the space in a column is found inadequate.

Note: A. Attach separate sheets in case of insufficient space in any column

B. Attach only copies of the qualifying degree(s)/certificates

Photograph
of the
candidate
(self attested)
3cm. × 5 cm.

1. Candidate's Name: _____
(In BLOCK LETTERS)
2. Father's/Husband's name _____
3. Date of Birth (DD/MM/YYYY): _____
4. Age as on (Closing Date) : (Years) _____ (Months) _____ (Days) _____
5. Nationality: _____
6. (a) Category (Please Tick) : _____ UR/SC/ST/OBC
(b) Do you wish to avail the benefit of reservation: _____ Yes/No
(c) If yes, please enclose attested copy of a certificate in support thereof.
7. Marital Status: _____
8. Sex (Male/Female): _____
9. Permanent residential: _____
Address _____

District _____ State _____
PIN _____
10. Address for correspondence: _____

District _____ State _____

PIN _____

11. (a) Telephone No. (With STD Code): _____

(b) Mobile No.: _____

(c) Fax No. (With STD Code): _____
(If any)

12. E-Mail address: _____

13. (a) Present Employer : _____

(b) Status of Present employer:

(i) Central Government

(ii) State Government

(iii) Autonomous Organization

(iv) Public Sector Undertaking (PSU)

(v) Others

(c) Present post held _____

(d) Complete postal address of employer _____

14. Educational Qualifications (From matriculation onwards):

S. No.	Examination & School/College/Institute	University/ Board	Year of Passing	Division/ Grade	Percentage of marks	Subject (s)

(Attach a separate sheet if required)

15. Membership in Professional bodies (If any): _____

16. Details of publications [Peer reviewed national and international journals, Chapters in Books, Books] of the candidate [*Publications in newspapers and popular magazines will not be considered*]

S. No.	Title of the paper/ book	Year of publication	Details of Publication	Details of co-author/s, if any	Subjects

17. Academic Experience (In chronological order)

S. No	Name of the Institution/ Organization	Post held	Pay Scale	Nature of appointment (permanent/ ad-hoc/ temporary)	Period		Nature of work	Last Basic Pay (in Rs.)	Reason/ (s) for leaving
					Form	To			
Total Academic Experience					Years Months....				

(Attach a separate sheet if required)

18. Industry/ Professional Experience

S. No.	Name of the Institution/ Organization	Period		Designation	Fulltime/Part-time	Reason/ (s) for leaving
		Form	To			
Total Industry/Professional Experience		Years..... Months.....				

(Attach a separate sheet if required)

19. Details of Training, Seminar/Workshop, if any, attended by the candidate

S.	Details of Seminar/	Duration	Organized by	Candidate's contribution

No.	workshop	From	To		

20. Details of the present post held [To be filled by candidates applying on DR/ deputation basis]

(i) Present post held :

(ii) Full scale of pay :

(iii) Present pay :

(iv) Date from which held :

(v) Date of retirement under the applicable rules:

20.1 Is the present post an analogous post in terms of DOP & T Office Memorandum No. 19017/27/ 75-Estt.(D) dated 07.03.1984:

21. (a) Language(s) known : (i)_____ (ii)_____ (iii)_____

(b) Proficiency : (i) Read/Write/Speak (ii) Read/Write/Speak (iii) Read/ Write/ Speak

22. Achievement (s)/Award(s): _____

23. Extra-curricular activities: _____

24. Hobbies: _____

25. Any other information: _____

26. Name and address with telephone numbers of two references
(other than relatives)

1.

2.

27. Please enclose a write-up justifying your suitability for the post you have applied (in not more than 200 words, preferably in bullets).

28. I, do hereby declare that-

- i. In view of the information submitted above, I am eligible for the post applied for.
- ii. I have never been punished or been convicted by any Court of Law for any offence.
- iii. There are no criminal proceedings contemplated / pending against me.
- iv. I have never been punished / debarred by any Central / State Government, Statutory / Autonomous Body and the IICA in past for appearing in any examination.
- v. All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment/selection forfeited. I have carefully read the instructions and guidelines issued for the candidates.

Date:

Place:



Signature of the candidate

Annexure-IV

Note: Candidates already employed in Central/State Governments, Autonomous Bodies, PSUs etc. must submit the following certificate, duly signed by their employer agreeing to release them in case finally selected in the IICA, at the time of presentation and/or interview.

CERTIFICATE FROM EMPLOYER

- i) Certified that Shri./Ms. _____ holds a permanent/temporary post of _____ under the Government/Organization since _____.
- ii) Certified also that he/she has submitted his/her application to this department/ office on _____ and his/her pay is _____.
- iii) Certified also that Shri./Ms. _____ will be released immediately in case of his/her selection in the IICA.
- iv) The information given by Shri./Ms. _____ in the application form has been verified with reference to his/her service record and is found correct.
- v) No disciplinary case is either pending or being contemplated against Shri./Ms. _____.

Date:

Signature of the Head of the
Office/Head of Department with
official Seal

Place:

Certification by the Employer/Cadre Controlling Authority

(Applicable in respect of those who are presently working in Govt. Service, Semi-Govt., Autonomous Body, PSU etc. and applying on deputation basis)

CERTIFICATE FROM EMPLOYER

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt._____.
- (ii) His / Her integrity is certified.
- (iii) His/ Her CR Dossiers in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No Major / Minor penalty has been imposed on him / her during the last 10 years ORA list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed, as the case maybe.

Signature of the Head of the
Office/Head of Department with
official Seal

Date:

Place:

Advertisement in Employment News – 04.06.2022

No. IICA/2-36/2013

Indian Institute of Corporate Affairs

Plot No. - 6, 7 & 8, Sector - 5
IMT Manesar, Distt. Gurgaon, Pin Code-122052

Indian Institute of Corporate Affairs, an autonomous body under Ministry of Corporate Affairs hereby invites applications for filling up the following posts:

Post	Pay Matrix as per 7th CPC in case of Deputation/Direct Recruitment	Nos. of posts	Category (In case of Direct Recruitment)
Assistant Professor, School of Competition Law & Market Regulation	Level 11 Academic (Rs. 68,900-2,05,500) UGC norms	1	Scheduled Caste
Administrative Officer	Level 12 (Rs. 78,800-2,09,200)	1	UR

For purely contractual engagement for the post of Assistant Professor, a fixed consolidated fee of Rs. 80,000 to Rs.1,20,000/- for initial period of one year extendable upto maximum period of 5 years, subject to requirement.

1. Assistant Professor, School of Competition Law & Market Regulation

Qualifications in case of appointment on deputation: Essential: 2 years of service in the Grade Pay of Rs.6000 [Revised Academic Pay Level 10] rendered after appointment thereto on a regular basis preferably with experience in training programs.

Qualifications in case of appointment on purely Contract/Direct Recruitment : Essential: Ph.D with 55% in the preceding degree or equivalent in the relevant field.

Essential: 3 years' experience in teaching at graduate/ post graduate or in industry in the field or related discipline.

Desirable for Deputation/Direct Recruitment/Purely Contractual : Publications of research papers in national or international journals and experience of conducting sponsored research projects/ training programs.

Age Limit:

Deputation : Maximum 56 years as on closing date of the advertisement.

Direct Recruitment : Maximum 40 years as on closing date of the advertisement.

Contract : Maximum 70 years as on closing date of the advertisement.

2. Administrative Officer

Qualifications in case of appointment on deputation: Essential: 1st Class Graduate degree in any discipline and having analogous posts; or with 5 years' service in the Grade Pay of Rs. 6600 (Level-11 of Pay Matrix); or with 10 years' service in the Grade Pay of Rs. 5400 (Level-10 of Pay Matrix).

Qualifications in case of Direct Recruitment: Essential: 1st Class Graduate degree in any discipline with 8 years of experience in managerial and administrative capacity in government or in public or private sector in dealing with administration, accounts and establishment matters.

Desirable for deputation/direct recruitment: Having experience in Corporate Affairs or managing academic institutions/financial management/human resource management.

Age Limit: Maximum 56 years as on closing date of the advertisement.

Interested candidates can download the applications from IICA's website iica.nic.in and sent it to "Administrative Officer-III, Indian Institute of Corporate Affairs, Plot No. 6,7 & 8, Sector-5, IMT Manesar, District - Gurugram, Haryana -122052 within 60 days of this advertisement. Other detailed conditions may be perused in the advertisement uploaded in the website.

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