WALK-IN-INTERVIEW FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF CORPORATE AFFAIRS

Interested and eligible candidates are invited for walk-in-interview for various positions in Indian Institute of Corporate Affairs, purely on contractual basis. Candidates are required to report between 10.00 am and 11.00 am on 14th November 2018 at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052. The details of eligibility conditions, remuneration, terms and conditions etc. can be downloaded from the website: www.iica.nic.in.

Sd/-
(Manager (HR) and CAO, IICA)

Note: On every Wednesday Interviews are conducted at IICA for various contractual positions. Detailed advertisement for vacant positions will be uploaded in www.iica.in on every Thursday till further notification.
The engagement will purely be on contractual basis initially for a period of **one year**, if otherwise not extended or curtailed. 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:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the position</th>
<th>Field</th>
<th>Category</th>
<th>Monthly Consolidated fee (Rs.) P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Senior Research Associate (01)</td>
<td>Centre for Business Innovation</td>
<td>Contractual</td>
<td>50,800</td>
</tr>
<tr>
<td>2.</td>
<td>Senior Consultant (01)</td>
<td>School of Finance</td>
<td>Contractual</td>
<td>75,000 (Negotiable, Higher salary may be considered for Exceptionally bright candidates)</td>
</tr>
<tr>
<td>3.</td>
<td>Senior Research Associate</td>
<td>CSR</td>
<td>Contractual</td>
<td>75,000-1,00,000</td>
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<tr>
<td>4.</td>
<td>Senior Research Associate/Research Associate (One)</td>
<td>Corporate Law</td>
<td>Contractual</td>
<td>50,800 and 30,800</td>
</tr>
<tr>
<td>5.</td>
<td>Coordinator-Communications and Media (One)</td>
<td>Investors Education and Protection Fund (IEPF)</td>
<td>Contractual</td>
<td>75,000</td>
</tr>
<tr>
<td>6.</td>
<td>Stenographer (One)</td>
<td>Admin.</td>
<td>Contractual</td>
<td>25,000</td>
</tr>
<tr>
<td>7.</td>
<td>Consultant (Two)</td>
<td>National CSR Awards</td>
<td>Contractual</td>
<td>30,000 and 50,000 (Negotiable)</td>
</tr>
<tr>
<td>8.</td>
<td>Senior Research Associate/Research Associate (One each)</td>
<td>Corporate Governance &amp; Public Policy</td>
<td>Contractual</td>
<td>30,000 and 50,000</td>
</tr>
<tr>
<td>9.</td>
<td>Senior Consultant (One)</td>
<td>Digital/Social media Marketing Expert</td>
<td>Contractual</td>
<td>50,800</td>
</tr>
<tr>
<td>10.</td>
<td>Senior Consultant (One)</td>
<td>Advocacy Falcrum Expert</td>
<td>Contractual</td>
<td>75000-1,00,000</td>
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</tbody>
</table>
1. **Senior Research Associate – Centre for Business Innovation**

**Essential Educational Qualification**

- Bachelor’s degree in Engineering/Management with a MBA degree/M.Tech.
- Proven track record of managing large projects
- Excellent organizational, interpersonal and communication skills

**Desirable Qualification**

- Research work/studies in the field of business innovation and incubation.

**Experience**

- 4-5 Years of experience in which preferably 2 years prior experience in business incubator or related areas.

**Responsibilities:**

Skill sets required:

- Good Knowledge and sound understanding of current trends related to start-up incubation in India & abroad
- Understanding of investment issues of start-up companies.
- Flair for reading and writing the related subject matter

2. **Senior Consultant – School of Finance**

**Qualification:**

**Essential Educational Qualification:**

Masters degree in Finance, Commerce, Management, Economics or a qualified CA / CFA / CS / CMA with First Division (or equivalent grade).

**Desirable Qualification**

Ph.D/ M.Phil / UGC NET qualification.

Publication / presentation of research papers in refereed international & national journals / conferences.

**Experience:**
i. 15-20 years of relevant experience Demonstrated proficiency in computer based statistical tools and applications
ii. Excellent verbal, written English communication skills with documentation abilities
iii. Prior experience in research and capacity building activities, report writing, content development
iv. Prior experience of working with Government Organisation, Chamber of Commerce, think tanks will be preferred.

**Responsibilities**

A. Research and scholarship:
   i. To develop research proposals and projects independently
   ii. To conduct and deliver collaborative / individual research projects
   iii. To identify sources of funding and contribute to the process of securing funds
   iv. To organise / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities
   v. To apply body of knowledge in appropriate research, advocacy, training activities by developing study modules, research papers & reports, concept papers etc.
   vi. To support the School in emerging as a thought leader in the subject by contribution in research, teaching, training, publications, surveys, advocacy etc.

B. Liaison & Networking:
   i. To collaborate actively within and outside the Institute
   ii. To develop network with government, public and private sector organizations & funding agencies for identifying sources of funding / income through research & consultancy projects, sponsorships, training activities etc.

C. Planning & Organising:
   i. To plan, co-ordinate and implement the programs, training and research based work from end to end
   ii. To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders

D. Administrative and People Management Support:
   To support and assist the head of school and other staff members in general administration, managing people-process-products.
3. Senior Research Associate – CSR

**Essential Educational Qualification**

Masters degree in Business Economics/ Finance/ Law or a qualified CS/LLB with First Division (or equivalent grade). The educational qualification can be relaxed in exceptional cases based on relevant work experience.

**Desirable Qualification**

Ph.D/ M.Phil / UGC NET qualification

Publication/presentation of research papers in refereed international and national journals/conferences

**Experience**

3-5 years of relevant working experience.

**Skill sets required**

- Excellent written and oral communications skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; round table agenda and other such requirement from time to time.
- Excellent IT skills including excel and spread sheets
- Experience of organising events, round tables, stakeholder consultations and launches
- Experience of being involved in capacity development programs, including development of training modules.
- Prior experience working with Government Organisations, Chambers of Commerce or Think Tanks is preferred

**Job Description**

- Research and Scholarship
  - Support development of research proposals and projects
  - To conduct and coordinate national level research projects
  - Contribute to the process of identifying and securing new funding streams for research projects.
  - Support the development of course modules and case studies for various capacity building initiatives under SoCGPP
- **Liaison and Networking**
  - To collaborate actively within and outside the Institute
  - Support the SRA in developing networks with various government, public and private sector organisations & funding agencies with the objective of identifying
new funding streams through research & consultancy projects, sponsorships and training activities.

- **Planning & Organizing**
  o To organise and to participate in various conferences, workshops and roundtables.
  o Developing periodic reports and disclosures required by the School, the Ministry and external stakeholders.
  o To support and assist the head of school and other staff members in general administration, managing people-process-products.

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### 4. Senior Research Associate – School of Corporate Law - Mediation Laws

**Qualification:**

**Essential Educational Qualification**

Masters Degree in Law (LL.M) from a recognized University and/or Institute in India or abroad, recognized by the Bar Council of India.

**Experience:**

**Essential Work Experience**

2-3 years in the relevant area.

**Desirable skills**

- Higher qualification with specialization in Alternative Dispute Resolution (ADR) especially in Mediation.
- Experience in judicial or legal work, in Supreme Court, High Court or any other court, government or a Regulatory Authority or a Tribunal or any similar forum OR having experience in academics (Law) in any recognized University/Professional Institute of India or abroad with specialization in teaching corporate law, or, Legal Manager or above in the Corporate sector having experience of handling matters relating to Corporate Affairs.

**A. Research and scholarship:**

i. To develop research proposals and projects independently.

ii. To conduct and deliver collaborative / individual research projects

iii. To identify sources of funding and contribute to the process of securing funds

iv. To organise / participate/ present in research and advocacy conferences, workshops and other appropriate events/activities

v. To apply body of knowledge in appropriate research, advocacy, training activities by developing study modules, case studies, research papers & reports, concept papers etc.

vi. To support the School in emerging as a thought leader in the subject by contribution in research, teaching, training, publications, surveys, advocacy etc.
B. Liaison & Networking:

i. To collaborate actively within and outside the Institute.

ii. To develop network with government, public and private sector organisations & funding agencies for identifying sources of funding / income through research & consultancy projects, sponsorships, training activities etc.

C. Planning & Organising:

i. To plan, co-ordinate and implement the programs, training and research based work from end to end.

ii. To develop periodic reports and disclosures required by School, Institute, Ministry and other external stakeholders.

D. Administrative and People Management Support:

i. To support and assist the head of school and other staff members in general administration, managing people-process products.

5. Coordinator - Communications and Media

The Coordinator - Communications and Media is responsible for maintaining external communications with media, and concerned target groups in alignment with overall project goals. He/ She will be responsible for all multi-media publications, press releases, flyers, social media presence, digital content and various media platforms. Reporting to Project Head, the Coordinator-Communications and Media will support both Public Relations and Marketing efforts in managing the project.

Essential Educational Qualification
A Master's Degree in Marketing, Communications, Journalism or Business Administration with First Division (or equivalent grade)

Essential Work Experience
- Minimum 5 years experience in the field of Communication, Journalism, Public Advocacy, Media Planning, Advertisement, Marketing, Public Relations, etc
- Command over Computer applications, MS Office including Excel, Word, PowerPoint and Access etc
- Prior experience in external communications role within a large organisation that is regularly in the media spotlight and membership of various media professional bodies will be preferred
- Prior experience in Government / Ministry’s massive awareness campaigns like Swachh Bharat Abhiyan, Digital India Campaign, Jago Grahak Jago, Beti Bachao, Beti Padhao Yojana, Ease of Doing Business, etc

Desirable Skills
- The ability to effectively communicate with a broad range of audiences and the highest levels of management
• Ability to juggle multiple tasks with changing priorities in a dynamic, deadline-driven environment

Duties and Responsibilities

➢ Project Execution and Support

• Develop and Execute Communication Strategy
• Supporting the Project Team with development and preparation of the Project (Writing, Media Planning, Media Execution, Project Management, Event Coordination etc.)
• Designing, Writing, Editing and Distributing Press Releases
• Content Development for communication through empanelled agencies
• Tracking, monitoring, measuring, maintaining, disseminating and responding to public and social media inquiries
• Researches ways to reach a wider investor base, either online or in print
• Conducting Advocacy Workshops with all the media stakeholders
• Proactively pushing information about the project through social channels
• Addresses and resolves any problems that may arise with promotional content or distribution of materials
• Serves as point of contact for media inquiries
• Coordinating and executing customer communications projects

➢ Providing administrative and People management support

• To support and assist the Head of School and other staff members in general administration, managing people-process-products

* Eligibility conditions may be relaxed in case of exceptionally qualified candidate with the approval of Competent Authority.

6. Stenographer

Qualification:

➢ Graduate in any discipline
➢ Able to take dictation in shorthand and typing the same, drafting letters and documents
➢ Should possess good English speaking and writing skills.

Experience

Essential

1. Two to four years’ experience in work relating to stenography and typing in offices under social sector/corporate sector/universities/ research organization OR having experience of working as a Personal Assistant.
2. Good knowledge of MS excel, word and PPT.
Job Responsibility

1. Working independently under the guidance of the concerned HoD.
2. Ability to manage filing of papers/documents and support the Centre Head in generating documents/proposals/presentations/file notes.
3. Good IT skills.
4. Good communications skills in English and Hindi.
5. Any other task as assigned by the senior officials.

7. Consultant - National CSR Awards Secretariat

Essential Educational qualification:

Bachelor's degree.

Essential Work Experience/professional requirements:

1. Minimum 3 year experience in the field CSR or corporate law or project management or administration.
2. Adherence to highest standards of integrity.
3. Knowledge of Computer applications, MS-Office including Excel, Access and Power Point, etc.
4. Ability to work in multi-disciplinary teams.
5. Strong Communication and documentation skills.

Desirable Work Experience:

1. Prior experience in managing file work, tender/expression of interests etc.
2. Familiarity with working of Government Organisation shall be of added advantage.

8. Research Associate - Corporate Governance & Public Policy

Essential Educational Qualification

Masters degree in Business Economics/Finance/Law or a qualified CS/LLB with First Division (or equivalent grade). The educational qualification can be relaxed in exceptional cases based on relevant work experience.

Desirable Qualification

Ph.D/ M.Phil/UGC NET qualification

Publication/presentation of research papers in refereed international and national journals/conferences.
Experience

Minimum 1 year of relevant working experience.

Skill sets required

- Excellent written and oral communications skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; round table agenda and other such requirement from time to time.
- Excellent IT skills including excel and spread sheets
- Experience of organising events, round tables, stakeholder consultations and launches
- Experience of being involved in capacity development programs, including development of training modules.
- Prior experience working with Government Organisations, Chambers of Commerce or Think Tanks is preferred

Job Description

- Research and Scholarship
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  - To conduct and coordinate national level research projects
  - Contribute to the process of identifying and securing new funding streams for research projects.
  - Support the development of course modules and case studies for various capacity building initiatives under SoCGPP

- Liaison and Networking
  - To collaborate actively within and outside the Institute
  - Support the SRA in developing networks with various government, public and private sector organisations & funding agencies with the objective of identifying new funding streams through research & consultancy projects, sponsorships and training activities.

- Planning & Organizing
  - To organise and to participate in various conferences, workshops and roundtables.
  - Developing periodic reports and disclosures required by the School, the Ministry and external stakeholders.
  - To support and assist the head of school and other staff members in general administration, managing people-process-products.
9. **Senior Research Associate - Corporate Governance & Public Policy**

**Essential Educational Qualification**

Masters degree in Business Economics/ Finance/ Law or a qualified CS /LLB with First Division *(or equivalent grade).* The educational qualification can be relaxed in exceptional cases based on relevant work experience.

**Desirable Qualification**

Ph.D/ M.Phil / UGC NET qualification

Publication/presentation of research papers in refereed international and national journals/conferences

**Experience**

3-5 years of relevant working experience.

**Skill sets required**

- Excellent written and oral communications skills in English
- Demonstrated experience on content development and ability to independently develop concept notes; work plans; background notes; minutes; power point presentations; round table agenda and other such requirement from time to time.
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  - To support and assist the head of school and other staff members in general administration, managing people-process-products.
10. **Sr. Consultant - Digital/Social media Marketing Expert**

IICA is looking for an experienced and creative Social Media Specialist. As a Social Media Specialist, Sr. Consultant will be responsible for developing and implementing Social Media strategy in order to increase the enrolment/participants of our short term /long term training programme and events for online presence and improvise our marketing and sales efforts.

**Essential Qualification:**
BE/B.Tech in Computer Science Engineering/ IT or MCA. Candidate having additional qualification eg certification in graphic design /Digital Marketing will be given added advantage.

**Essential Experience:**
Min 4 years of experience in digital/Social Media marketing. The experience in social media marketing for educational training programme /training product will be give an added advantage. 2. Experience of execution of the digital marketing strategy through mail campaigning, Social Media, Google ad words, digital communications including email, affiliate marketing and translation of marketing campaigns into digital marketing campaigns, analytics and system integration 3. Social Media Strategist using social media for brand awareness and impressions 4. Excellent knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, Google+ and other social media best practices. 5. Shall have good understanding of SEO and web traffic metrics 6.Experience with doing audience and buyer persona research 7. Good understanding of social media KPIs(Key Performance Indicators) 8. Familiarity with web design and publishing.

**Other Skills**
- Editing and writing skills: To devise and edit content for various digital platforms. Writing blog posts may well be an integral part of the job
- Speaking skills: These will mainly be deployed internally. shall able to explain coherently to others, who may not be familiar with the medium, how digital technologies work and what their marketing application is
- Video editing skills: Website and social media content will not just be text but frequently visual as well
- Web development skills: sound knowledge of HTML/JavaScript, strong knowledge of search engine optimization and advanced Word and PowerPoint skills Day-to-day Activities
  - Develop and manage digital marketing campaigns
  - Execution of social media digital marketing Strategy
  - Creating and managing the database for all training programmes including contact details of the potential leads for different types of training programme
  - linking and publishing digital marketing contents in align to the organisation's website(s)
• Write and optimise content for the website and social networking accounts such as Facebook, google ad words, LinkedIn and Twitter
• Track and analyse website traffic flow and provide regular internal reports
• Attain key performance indicators such as reducing the website bounce rate, increasing dwell time or improving conversion
• Continually work on the Search Engine Optimization (SEO) of the website(s). Monitor SEO and user engagement and do content optimization regular basis to improvise the sales.
• Fix any errors or bugs in online content
• Edit and post videos, podcasts and audio content to online sites
• Create online banner adverts and oversee pay per click (PPC) ad management
• Email marketing /mail/sms campaigning and con calls and follow up for leads.
• Identify new trends in digital marketing, evaluate new technologies and ensure the brand is at the forefront of training program developments, particularly developments e-marketing content
• Work on printed/e-content material to supplement online products
• Attend product launches and networking events.

11. Sr. Consultant- Advocacy Fulcrum Expert

Essential Qualification

Master’s degree in Social Sciences or Law or Business Management from recognized University with minimum 60% marks in aggregate.

Essential work experience
Minimum 5 years of working experience in the relevant areas.

Desirable Experience
Having experience of working in Corporate Affairs including Corporate Law, CSR, Competition Law, Corporate Governance, Investors Education and Protection Fund.

Job Responsibilities
- Developing effective communication plans
  - Fostering partnerships on the basis of need and value
  - Facilitating networking amongst stakeholders
  - Conduct of advocacy events in desirable format - Conference/ Seminar, Workshops, Roadshows, etc
- Organizing advocacy through eminent persons/ resource persons
- Conduct of advocacy campaigns using traditional media as well as social media
- Bringing out literature/ reports on issues of contemporary importance
- Preparing proposals and obtaining finance for the above
12. Consultant- Company Secretary

**Essential Educational Qualifications:**

Qualified the final examination of the Institute of Company secretary of India (ICSI).

**Desirable Experience:**

Should have worked in Autonomous Body, PSU, Public Sector Enterprises or Private Institutions of repute with at least 1-2 years of experience.

Should possess good communication skills

**Job Responsibilities**

Knowledge of compliance reports and Provisions of Companies Act, 1956 including latest amendments.

Knowledge to prepare and maintain the records of minutes of the meetings of the Board of Governors.

Experience to organize board meetings, to notify and apprise the board of governors on the upcoming meeting, to prepare the agenda of the meetings and maintain the minutes of meeting records for future references.
**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 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 thereof.

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. Applicants, who have earlier applied in the time span of 12 months, may not apply again.

ix. 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.

x. 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.

xi. 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. Interested candidates may furnish their applications while reporting for the walk-in-interview between 10.00 am and 11.00 am on **Wednesday, 14th November, 2018 (Wednesday) at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052.**

3. 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:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of School/Institute / University</th>
<th>Type of Qualification</th>
<th>Percentage</th>
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6. Training, if any received, which is relevant to the position applied for:

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<thead>
<tr>
<th>Name of the relevant Training Programme</th>
<th>Duration From To</th>
<th>Organisation from where received</th>
<th>Nature of Training received</th>
<th>Remarks</th>
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</table>
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:

<table>
<thead>
<tr>
<th>Name of the Institution/organization</th>
<th>Duration</th>
<th>Designation</th>
<th>Full time/ part time</th>
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10. Why do you consider fit for selection to the position applied for?:
(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 IIICA in future?
(in not more than 500 words)
(Please enclose a separate sheet)

11. (i) Present office address with Pin Code Number: (if any)
(ii) Residential Address-

(ii) Telephone No. ............ (Off.) Residence ............Mobile................e-mail Id............... 

12. Any other relevant information:
Place:
Dated: 

Signature of the Candidate