



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

**Placement Opportunities for Company Secretaries
at
National Institute for Smart Government, MCA, Delhi**

Position	No. of Vacancies	Annual CTC
Junior Consultant	4	6.50 LPA to 7.00 LPA
Consultant	4	upto 14.00 LPA
Senior Consultant	1	upto 20.00 LPA

Commencement of Registration	20th October 2023 (Friday)
Last date for Registration	31st October 2023 (Tuesday)

Send your resumes at mohd.aabid@icsi.edu with subject "Resume for National Institute for Smart Government"

The ICSI extends its best wishes to all the eligible candidates and looks forward to their active participation.

Position	Jr. Consultant - Domain
Designation	Jr. Consultant
Department	Ministry of Corporate Affairs (MCA)
No. of Positions*	4
State	New Delhi

Job Objective :

The key objective of this position is to provide research and analysis expertise in the area of corporate data/ economics & statistics to the Technical Support group (TSG) in Data Mining and Analytics Facility at Ministry of Corporate Affairs (MCA).

Responsibilities:

The Jr.Consultant, Domain - position at the MCA is a Mid-level role responsible for providing expert advice and guidance on all aspects of corporate affairs, including corporate law, accounting, financial matters, corporate sector data, policymaking, and regulatory decisions. The ideal candidate will have a deep understanding of the Companies Act, 2013, XBRL, INDAS, and corporate data filings, as well as strong technical skills and experience with data analysis and Microsoft Excel.

The Jr.Consultant , Domain, shall report to the Sr. Consultant/Consultant Domain and Chief Consultant, TSG, with the following objectives and responsibilities for the successful end-to-end implementation of this project with the following responsibilities:

1. Understanding the purpose and objectives of the project
2. Working to timescales and within project constraints
3. Reporting progress against plan
4. Identifying issues and risks associated with the project
5. Preparing, Analysing and disseminating reports as per requirement.
6. Create a 'clean' MCA database by means of Data Quality Management activities.
7. Assist Information Technology Consultant for the purpose of data extraction & cleaning
8. Generate Company level data in time-series and panel data format.
9. Generate Statements, interactive reports, visualization, etc. for dissemination.
10. Assist domain Senior Consultants/Consultants for achieving the project deliverables.
11. Understanding of the Companies Act, 2013, XBRL, INDAS, and corporate data filings.

Education:

Desired : CS along with Degree in B.Com/BCA/MCA/BSC.IT/B-Tech

Or

Master Degree in Economics/Statistics/Commerce/MBA

Skills & Experience:

- 1-5 years of experience in Financial/Economic/Data Analysis (excluding internship)
- Knowledge / experience of using corporate sector data analysis tools are desirable
- Candidates having exposure to financial market are preferred.
- Knowledge / Experience of working with a Government set up is desirable.
- Relevant certifications
- Excellent written and verbal communication skills in English.
- Good understanding of data analysis and Microsoft Excel
- Basic understanding of programming languages

Position	Consultant – Domain
Designation	Consultant
Department	Ministry of Corporate Affairs (MCA)
No. of Positions*	4
State	New Delhi

Job Objective :

The key objective of this position is to provide research and analysis expertise in the area of corporate data/ economics & statistics to the Technical Support group (TSG) in Data Mining and Analytics Facility at Ministry of Corporate Affairs (MCA).

Responsibilities:

The Consultant, Domain position at the MCA is a Mid-level role responsible for providing expert advice and guidance on all aspects of corporate affairs, including corporate law, accounting, financial matters, corporate sector data, policymaking, and regulatory decisions. The ideal candidate will have a deep understanding of the Companies Act, 2013, XBRL, INDAS, and corporate data filings, as well as strong technical skills and experience with data analysis and Microsoft Excel.

The Consultant, Domain, shall report to the Sr. Consultant Domain and Chief Consultant, TSG, with the following objectives and responsibilities for the successful end-to-end implementation of this project with the following responsibilities:

1. Understanding the purpose and objectives of the project
2. Assist Senior Consultant in monitoring of the end-to-end implementation of the project covering all functional aspects (domain) and in achieving the project deliverables
3. Working to timescales and within project constraints
4. Reporting progress against plan
5. Identifying issues and risks associated with the project
6. Preparing, Analysing and disseminating reports as per requirement.
7. Create a 'clean' MCA database by means of Data Quality Management activities.
8. Collaborate with Information Technology Consultants for leveraging IT tools & technologies for the purpose of data extraction & cleaning
9. Generate Company level data in time-series and panel data format.
10. Generate Statements, interactive reports, visualization, etc. for dissemination.
11. Design corporate sector analytical reports for policy making & regulatory purposes.
12. Provide expert advice and guidance on the Companies Act, 2013, XBRL, INDAS, and corporate data filings
13. Coach and Supervise other team resources
14. Develop framework for resolving MCA data quality issues and suggest templates for corporate sector data dissemination to all stakeholders

Education:

Desired : CS along with Degree in B.Com/BCA/MCA/BSC.IT/B-Tech

Or

Master Degree in Economics/Statistics/Commerce/MBA

Skills & Experience:

- 5-10 years of experience in Financial/Economic/Data Analysis, (excluding internship)
- Knowledge & experience of using corporate sector data analysis tools are desirable
- Candidates having exposure to financial market are preferred.
- Experience of working with a Government set up is desirable.
- Relevant certifications
- Excellent written and verbal communication skills in English.
- Good understanding of data analysis and Microsoft Excel
- Excellent communication and interpersonal skills
- Basic understanding of programming languages.

Position	Sr. Consultant – (Domain)
Designation	Senior Consultant
Department	Ministry of Corporate Affairs (MCA)
No. of Positions*	1
State	New Delhi

Job Objective :

The key objective of this position is to manage and provide leadership to the “Domain -Eco. /Statistics” subgroup of the Technical Support group (TSG) in Data Mining and Analytics Facility at Ministry of Corporate Affairs (MCA).

Responsibilities:

The Sr. Consultant, Domain- position at the MCA is a senior-level role responsible for providing expert advice and guidance on all aspects of corporate affairs, including corporate law, accounting, financial matters, corporate sector data, policymaking, and regulatory decisions. The ideal candidate will have a deep understanding of the Companies Act, 2013, XBRL, INDAS, and corporate data filings, as well as strong technical skills and experience with data analysis and Microsoft Excel.

The Sr. Consultant, Domain, shall report to the Chief Consultant, TSG, with the following objectives and responsibilities for the successful end-to-end implementation of this project:

1. Assist the Chief Consultant in monitoring the end-to-end implementation of the project, covering all functional aspects (domain).
2. Task allocation to the Eco/Statistics team and monitoring and tracking
3. Coach and supervise other team resources.
4. Manage project issues and risks.
5. Finalization of requirements by interacting with MCA and other stakeholders
6. Develop a framework for resolving MCA data quality issues and suggest templates for corporate sector data dissemination to all stakeholders.
7. Develop and implement business rules for resolving data quality-related issues in the MCA21 database, leading to ‘clean’ data.
8. Identify and develop interactive reports, visualizations, and other value additions to make data amenable for dissemination and web publication.
9. Design methodology and work flow for the analysis of corporate data to achieve desired objectives.
10. Design corporate sector analytical reports for policymaking and regulatory purposes.
11. Collaborate with information technology consultants to leverage IT tools and technologies for the purpose of data preparation, analytics, and dissemination.
12. Collaborate closely with the various teams to acquire pertinent business data. To achieve both internal and external goals, offer a captivating narrative and insights behind the raw statistics.
13. Additional project-related activities as determined by MCA
14. Provide expert advice and guidance on corporate law, accounting, and financial matters to the MCA and its stakeholders.
15. Conduct research and analysis on corporate sector data and develop reports and recommendations to inform policymaking and regulatory decisions.
16. Represent the MCA at various forums and conferences.
17. Provide expert advice and guidance on the Companies Act, 2013, XBRL, INDAS, and corporate data filings.

18. Responsible for updating documentation on new or existing features with expected details for future references and knowledge transitions.

19. Task delegation to team

Education:

Desired : CS along with Degree in B.Com/BCA/MCA/BSC.IT/B-Tech

Or

Master Degree in Economics/Statistics/Commerce/MBA

Skills & Experience:

- 10+ years of professional experience in Consultancy/ Analytics /Research / Finance.
- Minimum 2 years' experience of Project Management & leading a team of minimum 5 members.
- Minimum 5+ years of experience in Economic/Data analysis.
- Knowledge & experience of using corporate sector data analysis tools and technologies are desirable
- Candidates having experience in handling financial data are preferred.
- Experience of working with a Government set up is desirable.
- Relevant certifications
- Excellent written and verbal communication skills in English.
- Good understanding of data analysis and Microsoft Excel
- Basic understanding of programming languages.