

IICA/2-44/2012/(II)
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs, Govt. of India)

Subject: Filling up of the positions of Senior Consultants/ Consultants on purely contractual basis.

Applications are invited from interested and eligible persons to fill up the following positions of Senior Consultants/ Consultants in the Indian Institute of Corporate Affairs on purely contractual basis on payment of monthly consolidated fees as per details given below:

S. No.	Name of the Position	Field/ Activity	No. of Positions	Consolidated fee
1	Senior Consultant	Centre for Business Innovation And I.T Services	Two (02)	50,800
2	Senior Consultant	School of Competition Law	One (01)	50,800
3	Senior Consultant	Centre for Responsible Corporate Governance	One (01)	50,800
4	Consultant	Centre for Responsible Corporate Governance	One (01)	30,800
5	Consultant	MSME	One (01)	30,800
6	Consultant	Company Secretary	One (01)	35,800

2. Brief Description about the Schools/ Departments

Centre for Business Innovation & IT Services

IICA provides institutional support for research projects to identify opportunities, development of prototypes, incubation support and help in exploiting potential to address the ingenuity, agility and resourcefulness of the small entrepreneur in India. The Centre is also going to look after the IT services essential to the functioning of IICA

School of Competition Law

Enhancing capacity in the understanding of Competition Law & Policy is the aim of the School of Competition Law. Various interactive events such as workshops, seminars, roundtables on specific themes relating to competition are conducted in addition to the regular teaching and training course to enable participatory learning. Induction Training and support, the School conducts research in financial and regulatory issues and developments in international trade in accountancy services.

Centre for Responsible Corporate Governance

The aim of the Centre for Responsible Corporate Governance is the identification and integration of good governance and sustainable practices in the operation of business entities. The Centre also designs and supports initiatives on Corporate Social Responsibility (CSR) built around the philosophy of inclusive growth such as the National Foundation for Corporate Social Responsibility (NFCSR)

Centre for Micro, Small & Medium Enterprises

The Centre has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops

Company Secretary

Company Secretary engaged takes care of legal affairs of an organization. A company secretary is responsible for adhering to legal customs and financial principles of an organization. A company secretary also needs to attend society meetings. He / She acts as a mediator between the Society and Board of Governors.

- ❖ The interested candidates may send in their applications in the prescribed format of application, duly completed, giving complete bio-data accompanied by the self attested copies of academic and experience certificates / testimonials. The application should reach-

**The Manager (HR), "B" Wing, 2nd floor, Paryavaran Bhawan ,
CGO Complex, Lodhi Road , New Delhi -110003 on or before
30th June '2014 .**

- ❖ The details regarding qualifications, experience and other eligibility conditions required for the post are indicated in Annexure-I.
- ❖ **Place of posting:** IICA, IMT Manesar, Distt. Gurgaon (Haryana)
- ❖ The shortlisted candidates having more length of service/experience in the relevant field fulfilling the eligibility conditions shall only be called for interview.

Sr. Consultant – Competition Law	
EDUCATIONAL QUALIFICATION	
Essential	
	<ul style="list-style-type: none"> ○ Degree in Law (LLB) or Master's degree in Economics or Business Administration or a qualified Chartered Accountant or Company Secretary from recognized University with minimum 50% marks in aggregate.
Desirable	
	<ul style="list-style-type: none"> ○ Master's degree or PhD in Law with specialization in Competition Law /Economics or Business Administration etc. ○ Strong analytical (Qualitative and Quantitative) and research skills. ○ Experience of working with Government organisation/Corporate / Autonomous Body/PSUs.
EXPERIENCE	
Essential	
	<ul style="list-style-type: none"> ○ Minimum 3 years' experience in the field academics / practice of Law / Economics. ○ Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.
Desirable	
	<ul style="list-style-type: none"> ○ Strong Communication and documentation skills. ○ Experience of working with Government organisation/Corporate / Autonomous Body/PSU ○ Experience in academic course management will be desirable

Consultant RCG	
EDUCATIONAL QUALIFICATION	
Essential	
	<ul style="list-style-type: none"> ○ Master's degree in Social Sciences or Master's in Business Administration from a recognized University.
Desirable	
	<ul style="list-style-type: none"> ○ Strong analytical (Qualitative and Quantitative) and research skills. ○ Experience of working with Government organisation/Corporate / Autonomous Body/PSUs.
EXPERIENCE	
Essential	
	<ul style="list-style-type: none"> ○ Minimum of 1year of experience covering areas of Corporate Affairs. ○ Demonstrated experience in Corporate Governance, Public Policy, Business Ethics and Transparency.
Desirable	
	<ul style="list-style-type: none"> ○ Experience in Management of Natural Resources and Rural/Community Development ○ Strong Communication and documentation skills. ○ Experience of working with Government organisation/Corporate / Autonomous Body/PSU

Consultant- MSME	
EDUCATIONAL QUALIFICATION	
Essential	
	B. Tech/ M. Tech/Master's Degree in Economics / Commerce/ Science or Master's or equivalent Post Graduate Diploma in Business Administration /Chartered Accountant(C.A)/Cost Accountant(ICWA)
Desirable	
	<ul style="list-style-type: none"> ○ Strong analytical & communication skills, both oral and written ○ Working knowledge of Computers and preparation of Reports/Notes Briefs etc. ○ Good computer knowledge with ability to analyze data.
EXPERIENCE	
Essential	
	<ul style="list-style-type: none"> ○ Minimum of 1year of experience covering areas of Corporate Affairs. ○ Demonstrated experience of Business Development, Consumer Insights & Business Management and Supply Chain Management.
Desirable	
	<ul style="list-style-type: none"> ○ Strong Communication and documentation skills. ○ Experience in the area of entrepreneurship development. ○ Ability to take initiative. ○ Strong analytical (Qualitative and Quantitative) and Research skills. ○ Experience of working with Government Organisation/Corporate / Autonomous Body/PSU

Sr. Consultant- B.I & I.T	
EDUCATIONAL QUALIFICATION	
Essential	
MBA (General Management)/Post Graduate Diploma in Business Administration /Chartered Accountant(C.A)/Cost Accountant(ICWA) from a recognized Institute / University.	
Desirable	
	<ul style="list-style-type: none"> ○ Strong analytical & communication skills, both oral and written ○ Experience in computer skills and preparation of Reports/Notes Briefs etc. ○ Ability to take initiative. ○ Good computer knowledge with ability to analyse data
EXPERIENCE	
Essential	
	<ul style="list-style-type: none"> ○ Minimum of 5 years of experience covering areas of Corporate Affairs. ○ Demonstrated experience of Business Development, Consumer Insights & Business Management., Business Planning and Project Management. ○
Desirable	
	<ul style="list-style-type: none"> ○ Worked and/or developed a start-up/entrepreneurial venture. ○ Experience in the area of entrepreneurship development. ○ Strong Communication and documentation skills. ○ Strong analytical (Qualitative and Quantitative) and research skills. ○ Experience of working with Government Organisation/Corporate / Autonomous Body/PSU

Sr. Consultant RCG	
EDUCATIONAL QUALIFICATION	
Essential	
	<ul style="list-style-type: none"> ○ Master's degree in Social Sciences or Master's in Business Administration from a recognized University.
Desirable	
	<ul style="list-style-type: none"> ○ Strong Communication and documentation skills. ○ Strong analytical (Qualitative and Quantitative) and research skills. ○ Experience of working with Government organisation/Corporate / Autonomous Body/PSUs.
EXPERIENCE	
Essential	
	<ul style="list-style-type: none"> ○ Minimum of 3 years of experience covering areas of Corporate Affairs. ○ Demonstrated experience in Corporate Governance, Public Policy, Business Ethics and Transparency.
Desirable	
	<ul style="list-style-type: none"> ○ Experience in Management of Natural Resources and Rural/Community Development ○ Strong Communication and documentation skills. ○ Strong analytical (Qualitative and Quantitative) and Research Skills. ○ Experience of working with Government Organisation/Corporate / Autonomous Body/PSU

Consultant –Company Secretary	
EDUCATIONAL QUALIFICATION	
Essential	
	<ul style="list-style-type: none"> ○ Qualified the final examination of the Institute of Company Secretary of India(ICSI)
Desirable	
	<ul style="list-style-type: none"> ○ Strong Communication and documentation skills. ○ Experience of working with Government organisation /Corporate / Autonomous Body/PSUs
EXPERIENCE	
Essential	
	<ul style="list-style-type: none"> ○ Knowledge of compliance reports and provisions of Companies Act 2013 including latest amendments. ○ Should have at least 1 year of experience in a organisation of repute. ○ Good Communication Skills.
Desirable	
	<ul style="list-style-type: none"> ○ Knowledge to prepare and maintain the records of minutes of the meetings of 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 the meeting records for future references.

Format of application for Sr. Consultants/ Consultants on Contract basis in IICA.

1 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:

Affix photograph

Essential:

(1)

(2)

(3)

6. Desirable qualifications/ experience possessed:

7. Training, if any received, which is relevant to the position applied for:

Name of the relevant Training Programme	Duration		Organisation from where received	Nature of Training received	Remarks
	From	To			

8. (i) Present position held, if any:

(ii) Scale of pay/ Pay Band/ Present pay:

(iii) Date from which held:

9. 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)

10. Experience:

11. Why do you consider fit for selection to the position applied for?:
(in not more than 200 words)

(Please enclose a separate sheet)

12. (i) Present positional address with Pin Code Number:

(ii) Telephone No. (Off.) ResidenceMobile.....e-
mail Id.....

13. Any other relevant information:

Place:

Dated:

Signature of the Candidate