

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

F.No. IICA-2-44/2012

Date: 12.12.2024

**VACANCY FOR VARIOUS CONTRACTUAL POSITIONS IN INDIAN INSTITUTE OF
CORPORATE AFFAIRS**

Interested and eligible candidates are invited to submit applications for various contractual 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.

2. Interested and eligible candidates can forward their CVs at hr@iica.in.
3. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
4. The last date to accept applications is 02.01.2025.

Interested and eligible candidates may send their applications alongwith copies of certificates/testimonials/experience certificates to “**Assistant Manager (HR), Indian Institute of Corporate Affairs, P-6, 7 & 8, Sector-5, IMT Manesar, Distt. Gurugram-122052**” on or before 02.01.2025 till 6 PM **OR** email at ‘hr@iica.in’. Incomplete applications/without supporting documents shall be outrightly rejected.

5. 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/-
Assistant Manager (HR)

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:-

| S.No. | Name of the position | Field/Vertical | Category | Consolidated Fee |
|--------------|------------------------------------|---|-----------------|-------------------------|
| 1. | Senior Research Associate (One) | Centre of Excellence in CSR & Corporate Citizenship | Contractual | 75,000/- |
| 2. | Research Associate (One) | Centre of Excellence in CSR & Corporate Citizenship | Contractual | 40,000/- |

JOB DESCRIPTION

1. Senior Research Associate- Centre for Excellence in CSR & Corporate Citizenship

Educational Qualification

- Full Time Post-graduate degree in social sciences, statistics or connected to CSR and Sustainability or related to needs and assessments, SROI, baseline surveys.
- Competencies
- High levels of drive and willingness to learn.
- Strong work ethic.
- Ability to achieve stretched targets.
- High levels of emotional stability.

Experience

- General experience in CSR and Sustainability.
- Proven skills in research and report writing connected to need analysis and impact assessment.
- Excellent command on research design, data collection and analysis, MS-Office suite and other data analysis tools
- Professional experience in writing and publishing need and impact assessments.
- Proven experience in developing research proposals, implementing field studies and report writing connected to need and impact assessment.
- Assessing Social Return on Investment (SROI) would be an added advantage.

Skill Set

- For needs and impact assessments, SROI, etc the candidate should possess the following skills –
 - Ability to Conduct and Review literature reviews for various studies- baseline surveys, needs assessments and impact assessment
 - Develop assessment and evaluation tools for data collection for field study
 - Compilation and analysis of data for assessment reports.
 - Collect and analyse data, prepare draft reports for baseline surveys
 - Writing and producing reports, research papers or briefs
 - Excellent written English communication skills with documentation abilities
 - Provide Project/program coordination including facilitating client communications and data collection and analysis processes
 - Pull out data from secondary sources, journals.
 - Willingness to travel in remote areas of the country for data collection
 - Ability to work with a team(s).

Key Tasks/ Nature Of Activities

- Conduct general research connected to CSR/sustainability.
- Organize research specifically related to needs and impact assessment, baseline studies, SROI, etc, connected to developing proposals, conducting literature review, framing questionnaires, doing field survey, data collections and other sources of information and collect, record, analyze, evaluate data/facts.

- Support, facilitate and maintenance of CSR data;
- Do any other duty as entrusted by the Competent Authority

2. Research Associate- Centre for Excellence in CSR & Corporate Citizenship

Qualifications and Requirements:

- A Master's degree in a relevant field such as social sciences with exposure on CSR, sustainability or related fields, Article ship of CA/CS/ICWA or related disciplines.
- 1-3 years' experience of (internships, research assistantships, articleship or related roles) in conducting research or data analysis is a plus. Successful completion of article ship of CA/CS/ICWA will be considered equivalent to one year of experience.
- Experience of Handling files, eProcurement system within govt. system and tenders of development sector preferred.
- Experience of preparation of presentation on infographics software desirable.
- Should be proficient with MS Office, particularly MS Word & MS Excel.
- Should have good communications skills/ writing skills.
- Proficiency in data analysis software (e.g., Excel is must and SPSS, R, or similar tools) is desirable.
- Strong attention to detail, analytical mindset, and ability to draw insights from data.
- Excellent written and verbal communication skills to effectively contribute to research reports and presentations.
- Enthusiasm for CSR and sustainability topics, with a desire to contribute to meaningful research projects.
- Ability to work collaboratively in a team-oriented environment.
- Travel to the field areas across India for data collection, meetings, business development is a must.
- Managing all the administrative tasks such as maintaining records, preparing datasheets, and updated content module.
- Coordination with Finance, Administration & IT units for necessary support to the Team.
- Managing finances including follow up on the invoices and settlement of advances of the ongoing projects/ upcoming projects
- Handling/coordinating Learning Management System.
- To handle logistic arrangements of Centre for Excellence in CSR & Corporate Citizenship.

Responsibilities:

- Research Support: Assist Senior researchers in planning and conducting research projects, literature reviews, and data collection efforts.
- Data Collection: Gather relevant data from various sources, including surveys, interviews, databases, and secondary research.
- Data Analysis: Analyze quantitative and qualitative data using appropriate tools and techniques under the supervision of senior researchers.
- Report Contribution: Contribute to the preparation of research reports, articles, and presentations by providing well-organized data and insights.

- Collaboration: Collaborate with the research team, Finance & Administration stakeholders, and experts to ensure smooth project execution and achieve research objectives.
- Literature Review: Assist in conducting literature reviews to identify key research gaps and relevant studies in the field of CSR and sustainability.
- Research Administration: Support administrative tasks related to research projects, including record-keeping and documentation.
- Professional Development: Take part in training sessions and learning opportunities to enhance research skills as well as secretarial skills and stay updated on relevant trends.
- The handling of office files, coordination with other units of Finance, Administration and other schools and centres of IICA.

1. Remuneration and other Conditions:

- Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- 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.
- 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.
- The Consultant shall not be permitted to apply for any position internally or outside IICA till his/her contract is valid or before 02 years of joining to the existing position (in case the contract has provision for extension after one year of initial engagement) whichever is later. In case consultant wishes to apply internally for another position, he/she will be required to terminate the present contract with IICA.
- The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- 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.
- 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.
- 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.
- 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.
- The Annual increment will be on renewal of every extension as per the Increment Policy of the Institute.
- Conditions may be relaxed by the competent authority in exceptional circumstances.

2. Selection Procedure

- 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.
- No TA/DA will be provided for attending the interview.

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 ICA.

(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 |
|---------|---------------------------------------|-----------------------|------------|
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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