

No. IICA. 1-3/2011
Indian Institute of Corporate Affairs
(An Autonomous Organisation under the Ministry of Corporate Affairs, Govt of India)

Subject: Filling up of the post of Head of Centre in the Centre for Micro, Small and Medium Enterprises (MSME) and E-Governance.

Applications are invited from interested and eligible persons to fill up two posts in the Indian Institute of Corporate Affairs by Deputation in the Pay Band-4 (Rs. 37400-67000) plus grade pay of Rs. 8700 or on Direct Recruitment initially on Tenure track Contractual basis on fixed monthly emoluments, extendable on year to year basis subject to a maximum of 3 years, which will be followed by regular appointment after successful completion of the period of contract or on contractual basis on fixed monthly emoluments as per details given below:-

<u>Name of the Post</u>	<u>No. of Posts</u>	<u>Whether Reserved</u>
Head of Centre in the Centre for E-Governance	One (01)	Reserved for candidates belonging to Other Backward Classes (OBC)*
Head of Centre in the Centre for Micro, Small and Medium Enterprises	One (01)	Unreserved (For general candidates)

2. About **MSME**: The center would aim at promoting entrepreneurship and facilitating the creation of competitive environment in the country. The center would also aim at improving the market access for Micro, Small and Medium Enterprises (MSME's) in India and abroad.

About **E-Governance**: The Center aims to support regulation in e-governance at the business enterprise level to ensure stock holder participation. The study, discussion and dissemination of effective e-solution models, and value-added services form part of the functions of the center.

3. The details regarding qualifications, experience and other eligibility conditions required for the post are indicated in **Annexure-I**.

4. Candidates who are already in Govt. service may send advance applications (*Applicable in respect of those who are presently in Govt. Service, Semi-Govt., Autonomous Body, PSU etc.*), in addition to forwarding their applications through proper channel.

5. Last date for receipt of the applications in the IICA shall be 31st. January, 2013. The crucial date for determining eligibility shall be the closing date of receipt of the applications. The applications complete in all respects as per the prescribed Proforma indicated at **Annexure-II** should be forwarded to the Manager (HR), Indian Institute Of Corporate Affairs, 2nd Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003.

* Please enclose copy of OBC Certificate duly attested by a Gazetted Officer.

Manager (HR)

Annexure-I

1. Head of Centre in the Centre for E-Governance: 1 Post (Reserved for OBC Candidates)

**2. Head of Centre in the Centre for Micro, Small and Medium Enterprises: 1 Post
(Unreserved)**

On Deputation Basis:

Scale of Pay: Pay Band- 4 (Rs. 37400-67000) plus grade pay of Rs. 8700.

Or

On Tenure Track Contract Basis:

Tenure track Contractual basis on fixed monthly emoluments, extendable on year to year basis subject to a maximum of 3 years, which will be followed by regular appointment after successful completion of the period of contract.

Or

On Contract Basis

On Contract Basis on fixed monthly emoluments, extendable on year to year basis.

Details of Eligibility Conditions:

(1) Age Limit : Maximum 56 years of age in case of Deputation from Govt. Departments etc.

(2) Eligibility Conditions:

(i) Post Graduate in relevant field with at least 10 years experience

(ii) Officers holding analogous posts;

OR

Who have completed 5 years of service in the Grade Pay of Rs. 7,600

OR

10 years of service in the Grade Pay of Rs. 6,600

AND

Possess adequate experience in relevant field

Place of Posting: IICA, Manesar, Gurgaon Distt.

Annexure-II

Format of the application for the Posts of Head of Centres in the Centre for Center for E-Governance (Reserved for OBC Candidates)onDeputation/ Direct Recruitment/ Contract basis in IICA and in the centre for Micro, Small and Medium Enterprises (Unreserved)

1. Post applied for
(E-Governance/ MSME)
(Enclose an OBC certificate in case applying for e- Governance):

2. Type of mode of selection applied for:
(Deputation/ Direct Recruitment initial on tenure track basis on contract/ Contractual basis)

3. Name:

4. Date of birth:

5. Qualifications possessed by the officer:

(1)

(2)

(3)

6. Training, if any received, which is relevant to the post applied for:

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

7. (i) Present post held:

(ii) Full scale of pay:

(iii) Present pay:

(iv) Date from which held:

(v) Date of retirement under the rules:

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

9. Details of service (in chronological order starting from the latest first)

Name of post, Employer, Duration, Scale of pay, Nature of duties From - to- :

(Please enclose a separate sheet)

10. Experience:

11. (i) Present postal address with Pin Code Number:

(ii) Telephone No. (Off.) ResidenceMobile.....

e-mail :.....

12. Any other relevant information:

Signature of the Candidate

The above entries have been verified from the records available in this office and are found to be correct. *(Applicable In respect of those who are presently in Govt. Service, Semi-Govt., Autonomous Body, PSU etc.)*

Signature_____

Name _____

Designation _____

Seal of Office _____

[Format of various certificates required to be enclosed separately along with the Application of candidate] *(Applicable In respect of those who are presently in Govt. Service, Semi-Govt., Autonomous Body, PSU etc.)*

Integrity Certificate

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. _____, who has applied for the post of **Head of Centre, MSME/ E-Governance in IICA**, it is certified that his/ her integrity is beyond doubt.

(To be signed by the Officer of the level of Deputy Secretary or above)

Name & Office Seal.....

Date.....

Vigilance Clearance Certificate

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms., who has applied for the post of **Head of Centre, MSME/ E-Governance in IICA**.

[Authorised signatory]

Name & Office Seal.....

Date.....

No Penalty Certificate

Certified that no Minor/Major penalty has been imposed on Dr./Shri/Smt./Ms., who has applied

for the post of **Head of Centre, MSME/ E-Governance in IICA** during the last ten years.

[Authorised signatory]

Name & Office Seal.....

Date.....