

IICA No./2-29/2014
Indian Institute of Corporate Affairs
(An Autonomous Organization under the Ministry of Corporate Affairs)

Subject: Filling up of posts of Asst. Manager (HR)& Research Analyst in Indian Institute of Corporate Affairs as per details given below:-

Name of the Post	No. of Post	Pay Band+ Grade Pay	Reserved (R)/ Unreserved (UR)	Nature of Disability	SCHOOL/CENTER / DEPARTMENT
Assistant Manager (HR)	One (01)	P.B-III (Rs.15600-39100) +G.P-7600	(R)	Physically Handicapped (Blindness/Low Vision)	Human Resource Deptt.
Research Analyst	One (01)	P.B-II (Rs. 9300-34,800) +G.P - 4800	(UR)	-	Information Technology

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

2. 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.

3. Place of posting: IICA, IMT Manesar, Distt. Gurgaon (Haryana)

4 The shortlisted candidates having more length of service/experience in the relevant field fulfilling the eligibility conditions shall only be called for interview.

5. The interested candidates may send their applications in the prescribed format of application, duly completed; giving complete bio-data accompanied by the self attested copies of the certificates/ testimonials along with experience certificates.

6. 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 on or before 1st Dec'2014

Manager (HR)

Assistant Manager (HR)

For Direct recruitment*/Deputation

Scale of Pay: Pay Band 3(15,600-39,100) + Grade Pay Rs.7600

* - **Direct Recruitment**- selection to the post shall be on **Tenure Track Contract** basis initially for a period of one year, extendable on a year to year basis for a maximum period of three years followed by confirmation after completion of contract period.

Eligibility conditions:

a) **Age Limit:** Up to maximum of 56 years.

b) Educational and other qualifications for Direct Recruits

Essential:

1. 1st class Graduate degree/ MBA(HR) with 8 years of experience in managerial and administrative capacity in government or in public or private sector in government or in public or private sector in relevant field.
2. Officers under the Govt./ PSU with 5 years service in the Grade Pay of Rs.6600 or with 10 years of service in the Grade Pay of Rs.5400 are eligible to apply for deputation.

Desirable:

Having experience in corporate affairs or managing of academic institutions/financial management/human resource management.

Research Analyst

For Direct recruitment*/Deputation

Scale of Pay: Pay Band 2 (Rs. 9300- 34800) + Grade Pay Rs.4800

Or

On Contract Basis (on fixed monthly emoluments)

* - **Direct Recruitment**- selection to the post shall be on **Tenure Track Contract** basis initially for a period a period of one year, extendable on a year to year basis for a maximum period of three years followed by confirmation after completion of contract period.

Eligibility conditions:

Age Limit

- a) **Deputation:** Up to maximum of 56 years.
- b) **Direct Recruitment** – 25- 35yrs

Educational and other qualifications for Direct Recruits/ On Contract

Essential:

For Direct Recruitment/ Contract

1. Graduate in any discipline with 5 years of experience of working in IT wing of Govt. Organization / Public/ Private /Industry Sector; and having experience in data entry , programme development, handling computer software , database and hardware.
2. Persons in Govt. employment with 3 years regular service in the Grade Pay of Rs. 4200 are eligible to apply for deputation.

Annexure-II

Format of the application for various Posts in Indian Institute of Corporate Affairs on Direct/Deputation/ Contract basis

1. Name of the candidate
2. Post applied for :
3. Type of mode of selection applied for:
(Deputation/ Contract/Direct)
4. Date of birth :
5. a) Academic Qualifications ***(attach a separate sheet)***

(Mention the degree, University, class/ division/ marks starting from high school Chronologically)

<i>Examination</i>	<i>School/College</i>	<i>Board/University</i>	<i>Percentage of Marks</i>

- b). Professional membership, if any
 - 1.
 - 2.

3.

c) Level of Understanding of fundamentals of the Subject:

Excellent/Very good/Good/Average

6. List of Publications, if any (**attach a separate sheet**)

(Publications in newspapers and popular magazines will not be considered)

Peer-reviewed international journals

Peer-reviewed national journals Chapters in books

Books

7. Experience (*attach a separate sheet, starting chronologically s from the last job*)

a) Academic experience (applicable in case of Academic Staff)

Name of the Institution/ organization	Duration	Designation	Full time/ part time
	From To		

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8. Industry/ Professional experience

Name of the Institution/ organization	Duration		Designation	Full time/ part time
	From	To		

9. Any additional information may be provided in a separate sheet

10. (i) Present post held:

(ii) Scale of pay:

(iii) Present pay:

(iv) Date from which held:

(v) Date of retirement under the rules:

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

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

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

Signature of the Candidate

For applications through Proper Channel

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
.....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**in IICA**

[Authorized 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**in IICA** during the last ten years.

[Authorized signatory]

Name & Office Seal.....

Date: