

Indian Institute of Corporate Affairs
(An Autonomous Organization under the Ministry of Corporate Affairs, Govt of India)

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

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:-

<u>S. No.</u>	<u>Name of the Position</u>	<u>Field</u>	<u>No. of Positions</u>
1.	Senior Consultant	Responsible Corporate Governance	One(01)
2.	Senior Consultants	Competition Law	Two (02)
3.	Consultant	Competition Law	One (01)
4.	Consultant	Business Innovation & Information Technology	One (01)
5.	Consultant	Micro, Small and Medium Enterprises	One (01)

2. Brief Description of Role of Schools/ Centres:-

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 would be conducted in addition to the regular teaching and training course to enable participatory learning.

Centre for Business Innovation & IT: The Center aims to provide 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.

Micro, Small and Medium Enterprises:

About **MSME:** The centre would aim at Promoting entrepreneurship and facilitating the creation of a competitive environment in the country. The centre would also aim at improving the market access for Indian Micro & Small and Medium Enterprises (MSME's) in India and abroad.

3. Eligibility Criteria

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

4.Consolidated Emoluments: Sr. Consultant and Consultants shall be paid Consolidated Fees of Rs. 50,000 and Rs. 35,000 respectively on monthly basis.

5. Last date for receipt of the applications in the IICA shall be 15thFebruary, 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 Performa indicated at **Annexure-II** should be forwarded to the Manager (HR), Indian Institute Of Corporate Affairs, 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

Manager (HR)

ELIGIBILITY CRITERIA**Annexure-I**

Name of the Post	Sr. Consultant (Centre for Responsible Corporate Governance)
Educational qualifications	Essential: Master's degree in Social Science Desirable: M Phil from a reputed University with minimum 50% marks in aggregate.
Experience	Essential: i) Minimum 5years' experience in the relevant field in PSUs/ Govt. Undertaking/ Autonomous bodies etc. Desirable: Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc. and ability to draft / generate well analyzed researched reports will also be desirable. Persons with M Phil or additional qualification, research experience, published paper would be preferred.

Name of the Post	Sr. Consultant (School of Competition Law)
Educational qualifications	Essential: 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: Master's degree or PhD in Law with specialization in Competition Law /Economics or Business Administration etc.

Experience	<p>Essential : Minimum 5 years' experience in the field of Research/ academics/ Training/ Practice in the area of Law or Economics in PSUs/ Govt. Undertaking/ Autonomous bodies Private Sector.</p> <p>Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.</p>
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Name of the Post	Consultant (School of Competition Law)
Educational qualifications	<p>Essential: Degree in Law (LLB)or Master's degree in Economics, Masters in Business Administration/ Chartered Accountant/ Company secretary from recognised University with minimum 50% marks in aggregate.</p> <p>Desirable: Master's degree in Law from a recognised University.</p>
Experience	<p>Essential : Minimum 1 year experience in PSUs/ Govt. Undertaking/ Autonomous bodies , Private Sector.</p> <p>Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc. and ability to draft / generate well analyzed researched reports</p>

Name of the Post	Consultant - Centre for Business Innovation
Educational and other qualifications required	Essential: i) Graduate Degree in relevant field from reputed University with minimum 50% aggregate Desirable: Master's degree in the relevant field with minimum 50% marks in aggregate.
Experience	Essential : i) Minimum 1 year experience in the relevant field preferably in PSUs/ Govt. Undertaking/ Autonomous bodies / Private bodies Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc. and ability to draft / generate well analyzed researched reports

Name of the Post	Consultant - Centre for MSME
Educational and other qualifications required	<p>Essential : Graduate Degree in relevant field from recognised University or its equivalent with minimum 50% marks in aggregate.</p> <p>Desirable: Master's degree in the relevant field with minimum 50% marks in aggregate</p>
Experience	<p>Essential : i) Minimum 1 year experience in the relevant field preferably in PSUs/ Govt. Undertaking/ Autonomous bodies / Private bodies</p> <p>Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc. and ability to draft / generate well analyzed researched reports</p>

Format of application for Sr. Consultant/ Consultant on Contract basis in IICA.
(Applicants should submit only one application for a post)

1. Sl. No. and name of the Post applied for:
2. Name of the applicant:
3. Date of birth:
4. Date of retirement under the rules, if applicable:
5. Qualifications possessed:

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 post 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 post, 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 post applied for?:
(in not more than 200 words)

(Please enclose a separate sheet)

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

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

13. Any other relevant information:

Place:
Dated:

Signature of the Candidate