

**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 Professor, Associate Professor, Assistant Professor & Asst. Manager (HR) in Indian Institute of Corporate Affairs as per details given below:-**

<b>Name of the Post</b>	<b>No. of Post</b>	<b>Pay Band+ Grade Pay</b>	<b>Reserved(R)/ Unreserved (UR)</b>	<b>SCHOOL/CENTER / DEPARTMENT</b>
Professor	One (01)	P.B-IV(37400-67000)+G.P-10000	UR	School of Finance
Associate Professor	One (01)	P.B-IV(37400-67000)+G.P-9000	UR	School of Corporate Law
Assistant Professor	One (01)	P.B-IV(37400-67000)+G.P-7000	UR	School of Finance
Assistant Manager (HR)	One (01)	P.B-III(15600-39100)+G.P-7600	UR	Human Resource Deptt.

Brief description of Schools:-

**School of Corporate Law**

The School undertakes instructions in a manner designed to encourage and facilitate the development of an enabling framework for company managers and professionals to discharge their regulatory compliance responsibilities. The course includes in depth study of all legal provisions and acts that directly or indirectly impact the form and function of corporate entities. Study of Corporate Law and Company Regulation a ; Limited Liability Partnership Law; the regulation and function of professional bodies through the Chartered Accountants Act, the Cost and Works Accountant Act and the Company Secretaries Act; understanding the scope and limitations of the Partnerships Act and Societies Registration Act, are all aimed at creating an environment of enlightened legal ease.

**School of Finance**

The School of Finance is focused on the study, research and capacity building with regard to financial and regulatory issues. Short programmes and training workshops on regulation of corporate financial disclosures, accounting and auditing are conducted as a part of the capacity building initiative. The School also provides financial reporting & regulation modules for the teaching and training programmes of other Schools of IICA.

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

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

7. 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.

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 31<sup>st</sup> Oct'2014.**

Manager (HR)

**Annexure-I**

## **Professor**

**On Direct Recruitment/Deputation/ Short term Contract**

**Scale of Pay:** Pay Band- 4 (Rs. 37400-67000) plus Grade Pay of Rs. 10,000

**Eligibility conditions:**

**Age Limit:** 45 to 65 yrs

For Deputation maximum 56 yrs.

**Eligibility conditions: for Direct Recruits:**

***Educational and other qualifications***

**Essential:**

- i. Ph.D with 55% marks in the preceding degree or equivalent in a relevant field; and

**Experience :**

- i. 10 years of experience in teaching at graduate / post graduate level or in industry in the field or related discipline.
- ii. Publication of research papers in national or international journals and experience of conducting sponsored research projects/ training programs

## **Associate Professor**

**On Direct Recruitment/ Deputation**

**Scale of Pay: Pay Band- 4 (Rs. 37400-67000) plus grade pay of Rs. 9000**

**Or**

**On Contract Basis (on fixed monthly emoluments)**

**Eligibility conditions:**

***Age Limit***

**Deputation:** up to maximum of 56 years

**Direct Recruitment:** up to 45 years

**Eligibility conditions: for Direct Recruits:**

***Educational and other qualifications***

**Essential:**

- 1) Ph.D with 55% marks in the preceding degree or equivalent in a relevant field; and
- 2) Should have 8 years of experience in teaching at graduate / post graduate level or in industry in the field or related discipline.

**Desirable:**

Publication of research papers in national or international journals and experience of conducting sponsored research projects/ training programs.

**In case of recruitment by Deputation: -**

**Essential:**

2/5/8 years of service in the Grade Pay of Rs. 8000/7000/6000 rendered after appointment thereto on a regular basis preferably with experience in training institution.

**Desirable:**

Publication of research papers in national or international journals and experience of conducting sponsored research projects/ training program.

## Assistant Professor

### **For Direct recruitment\*/Deputation**

**Scale of Pay: Pay Band 4 (37,400-67,000) + Grade Pay Rs.7000**

**Or**

**On Contract Basis (on fixed monthly emoluments)**

\* - **Direct Recruitment** selection to the post on **Tenure Track Contract** basis shall be initially for a period for three years followed by regular appointment.

### **Eligibility conditions:**

#### **a) Age Limit**

**Deputation:** Up to maximum of 56 years.

**Direct Recruitment:** up to 40 years

#### **b) Educational and other qualifications for Direct Recruits/ On Contract**

##### **Essential:**

- 1) Ph.D with 55% marks in the preceding degree or equivalent in the relevant field;  
and
- 2) Should have 3 years of experience in teaching at graduate / post graduate level  
or in industry in the field or related discipline.

##### **Desirable:**

- 1) Publications of research papers in national or international journals and  
experience of conducting sponsored research projects/training programs.

### **In case of Recruitment by Deputation:**

##### **Essential:**

2 years of service in the Grade Pay of Rs 6000 rendered after appointment thereto  
on a regular basis preferably with experience in training institutions.

**Desirable:**

Publications of research papers in national or international journals and experience of conducting sponsored research projects/training programs

## **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 on **Tenure Track Contract** basis shall be initially for a period for three years followed by regular appointment.

### **Eligibility conditions:**

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

**c) Educational and other qualifications for Direct Recruits/ On Contract**

### **Essential:**

1<sup>st</sup> 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.

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.

### **Desirable:**

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

**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)

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

- 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		

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: