

**IICA/2-17/2013**  
**Indian Institute of Corporate Affairs**  
**(An Autonomous Organization under the Ministry of Corporate Affairs)**

**Subject: Filling up of following posts in Indian Institute of Corporate Affairs as per details given below:-**

<b>Name of the Post</b>	<b>No. of Posts</b>	<b>SCHOOL/CENTER/ DEPARTMENT</b>	<b>Reserved/ Unreserved</b>	<b>Pay Band +Grade Pay</b>	<b>Mode of recruitment</b>
Assistant Professor	One (01)	School of Competition Law	UR	Pay Band 4(37,400-67,000)+Grade Pay Rs.7000	<b>Direct*/Deputation /Contract</b>
Chief Finance Officer	One (01)	Finance and Accounts Department	UR	Pay Band 4(37,400-67000)+Grade Pay Rs.8700	<b>Direct*/Deputation /Contract</b>

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

Brief Description-

**School of Competition Law**

School of Competition Law aims at enhancing capacity in the understanding of competition law and policy .In addition to Induction Training and support, the School also conducts research in financial and regulatory issues and developments in international trade in accountancy services.

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/OBC certificate, 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 5th Sept'2014.

**Manager (HR)**

## **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

## **Chief Finance Officer**

### **Direct Recruitment\* /Deputation**

Pay band 4(Rs.37400- Rs.67000) + Grade Pay 8700

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.

**AGE LIMIT-** UPTO 56 YEARS in case of Deputation

### **Eligibility Criteria:**

#### **Essential**

15 years of experience in managerial and administrative capacity in Govt. or in Public or in Private sector. For those in Govt. / P.S.U employment-officers holding analogous posts ;

Or

Who have completed 5 years of service in the grade pay of Rs.7600 or 10 years of service in the grade pay of Rs.6600, and possess adequate experience in managerial and administrative capacity in Govt./P.S.U shall be eligible to apply.

#### **Desirable**

Having experience in Corporate Affairs, or in managing of Academic Institutions of repute.

## 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. Academic Qualifications ***(attach a separate sheet)***

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

6. Professional qualifications, if any
  - 1.
  - 2.
  - 3.

7. Professional membership, if any
  - 1.
  - 2.
  - 3.

8. 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

9. 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		

10. Industry/ Professional experience

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

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

12. (i) Present post held:

(ii) Scale of pay:

(iii) Present pay:

(iv) Date from which held:

(v) Date of retirement under the rules:

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

14. (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: