

The Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs to function as a think tank, action research, policy advisory and capacity building Institute for the Ministry, Corporate Sector and their stakeholders. IICA is being developed as a world class institute which is globally networked and provides a holistic governmental perspective on various aspects of corporate governance in the country. The Institute has been functioning from its office at CGO Complex, Lodhi Road, New Delhi-110003 since May 2009 and its campus is under construction at IMT, Manesar which will be completed by June 2011.

2. Applications are invited to fill up various positions in the following Schools/Centers of IICA:-

- (1) School of Corporate Law.
- (2) School of Finance.
- (3) School of Corporate Governance and Public Policy.
- (4) School of Business Environment.
- (5) School of Competition Law.
- (6) Center for Business Innovation.
- (7) Center for e-Governance.
- (8) Center for Responsible Corporate Governance.
- (9) Center for Micro Small and Medium Enterprises.
- (10) Center for Corporate Law and Regulations.
- (11) Center for Institutional Partnerships
- (12) ICLS Academy
- (13) Knowledge Management Center.
- (14) Administration and Finance Wing.

3. The details of the posts, eligibility conditions etc. may be seen below. For details of the work being done in different Schools/Centers, click the menu bar on the home page. Candidates applying for these posts on deputation/transfer basis are required to submit the vigilance and cadre clearance along with the application. The last date for receipt of application is 21st March 2011. The completed applications, as per proforma given below, may be sent by speed post/registered post addressed to:-

Director (A&F)
Indian Institute of Corporate Affairs,
2nd floor, Paryavaran Bhavan,
CGO Complex, Lodhi Road,
New Delhi-110003

Name of Post with Number	Pay band with Grade pay or pay scale	Essential and minimum qualifications for the post	Mode of filling of the post (proposed)
(1)	(2)	(3)	(4)
Professor One in each School	Rs.37400-67000 Grade Pay 10000	<p>Qualification:- Ph.D with first class in the preceding degree or equivalent in the relevant field.</p> <p>Experience:- Essential 10 years experience in teaching at graduate/post graduate or in industry in the field or related discipline.</p> <p>Desirable:- Publications of research papers in national or international journals and experience of conducting sponsored research projects/ training programmes.</p>	By contract or deputation or promotion or direct recruitment.
Associate Professor One in each School	Rs.37400-67000 Grade Pay 9000	<p>Qualification:- Ph.D with first class in the preceding degree or equivalent in the relevant field.</p> <p>Experience:- Essential 8 years experience in teaching at graduate/post graduate or in industry in the field or related discipline.</p> <p>Desirable:- Publications of research papers in national or international journals and experience of conducting sponsored research</p>	By contract or deputation or promotion or direct recruitment

		projects/ training programmes	
Assistant Professor One in each School	Rs.15600-39100 Grade Pay 7000	<p>Qualification:- Ph.D with first class in the preceding degree or equivalent in the relevant field.</p> <p>Experience:- Essential 3 years experience in teaching at graduate/post graduate or in industry in the field or related discipline.</p> <p>Desirable:- Publications of research papers in national or international journals and experience of conducting sponsored research projects/ training programmes</p>	By contract or deputation or direct recruitment
Head of Center One in each Center	Rs.37400-67000 Grade Pay 8700	<p>Qualification: Post Graduate in relevant field</p> <p>Experience: At least 10 years experience in the relevant field</p>	By contract or deputation or direct recruitment.
Librarian (1)	Rs.37400-67000 Grade Pay 8700	<p>Qualification: Bachelor's degree with first class or equivalent in Library Science</p> <p>Experience: <u>Essential:</u> 10 years of administrative and managerial experience in library <u>Desirable:</u> Master's Degree/Ph.D. in library science or related discipline, experience in modernization of library, e-library, handling of electronic database, and use of information technology in library.</p>	By contract or deputation or direct recruitment.

Chief Administrative Officer (1)	Rs.37400-67000 Grade Pay 8700	<p>Deputation:</p> <p>From amongst the officers holding analogous post or holding a post in the pay band Rs.37400-67000 + Grade Pay Rs.8900 with two years regular service or holding a post in the pay band of Rs.37400-67000 + Grade Pay Rs.8700 with three years regular service and having experience;</p> <p>Essential:</p> <p>15 years of experience in managerial and administrative capacity in government or in public or private sector</p> <p>Desirable:</p> <p>Having experience in corporate affairs or managing of academic institutions.</p>	By deputation
Chief Information Officer (1)	Rs.37400-67000 Grade Pay 8700 higher initial start may be considered for otherwise highly qualified candidates	<p>Qualification:</p> <p>Graduate in Computer Engineering or IT with first class or equivalent with MBA.</p> <p>Experience:</p> <p>Essential: 8 years of administrative experience in information technology related jobs. Desirable:</p> <p>Experience in Enterprise Resource Planning (ERP) development, software, e-learning materials, coordinating IT projects, planning, developing and executing e-training programmes.</p>	By Contract or deputation or direct recruitment
Chief Finance Officer (1)	Rs.37400-67000 Grade Pay 8700	<p>Deputation:</p> <p>From amongst the officers holding analogous post or holding a post in the pay band Rs.37400-67000 grade pay Rs.8900/- with two years regular service or holding a post in the pay band of Rs. Rs.37400-67000 + Grade Pay Rs.8700/- with three years regular service and having experience</p>	By deputation

		<p>Essential:</p> <p>15 years of experience in managerial and administrative capacity matters in government or in public or private sector</p> <p>Desirable: Having experience in corporate affairs or managing of academic institutions/Human Resource management.</p>	
<p>Manager Human Resources (1)</p>	<p>Rs.37400-67000 Grade Pay 8700</p>	<p>Deputation:</p> <p>From amongst the officers holding analogous post or holding a post in the pay band Rs.37400-67000 grade pay Rs.8900/- with two years regular service or holding a post in the pay band of Rs. Rs.37400-67000 + Grade Pay Rs.8700/- with three years regular service and having experience</p> <p>Essential:</p> <p>15 years of experience in managerial and administrative capacity and dealing with financial matters in government or in public or private sector</p> <p>Desirable: Having experience in corporate affairs or managing of academic institutions/financial management.</p>	<p>By deputation</p>
<p>Administrative Officer (3)</p>	<p>Rs.37400-67000 Grade Pay 7600</p>	<p>Deputation:</p> <p>Officers holding analogous post or holding a post in the pay band Rs.15600-39100 with grade pay Rs.7600/- with six years experience or 10 years experience in Grade pay ofRs.6600 and having experience in managerial and administrative capacity in government or in public sector</p> <p>Desirable:</p> <p>Having experience in corporate affairs or managing of academic institutions/financial management/human resource.</p>	<p>By deputation</p>
<p>Finance Officer (3)</p>	<p>Rs.37400-67000 Grade Pay 7600</p>	<p>Deputation:</p> <p>Officers holding analogous post or holding a post in the pay band Rs.15600-39100 with grade pay Rs.7600/- with six years</p>	<p>By deputation</p>

		<p>experience or 10 years experience in Grade pay ofRs.6600 and having experience in managerial and administrative capacity in government or in public sector dealing with financial matters.</p> <p>Desirable:</p> <p>Having experience in corporate affairs or managing of academic institutions/financial management.</p>	
<p>Assistant. Manager Human Resources (2)</p>	<p>Rs.37400-67000 Grade Pay 7600</p>	<p>Deputation:</p> <p>Officers holding analogous post or holding a post in the pay band Rs.15600-39100 with grade pay Rs.7600/- with six years experience or 10 years experience in Grade pay ofRs.6600 and having experience in managerial and administrative capacity in government or in public sector</p> <p>Desirable:</p> <p>Having experience in corporate affairs or managing of academic institutions/financial management/human resource.</p>	<p>By deputation</p>
<p>System Administrator (1)</p>	<p>Rs.15600-39100 Grade Pay 7600</p>	<p>Qualification:</p> <p>Master's degree with first class or equivalent in the relevant field.</p> <p>Experience:</p> <p><u>Essential:</u></p> <p>5 years Experience in computer cell in Central Govt./industry/university/institute.</p> <p><u>Desirable:</u></p> <p>experience in software development, hardware maintenance, server management, data mining, enterprise resource planning.</p>	<p>By contract or deputation or direct recruitment.</p>

Format of application for posts of IICA

Sl.No.	Details required	Detailed information
1.	Post applied for	
2.	Full name of the applicant	
3.	Date of Birth	
4.	Educational Qualification (Mention details of degrees, year, % of marks obtained, specialization, if any, University Institute.	
5.	Training Programmes/Workshops attended	
6.	Service to which the officer belongs indicating the batch, in case he belongs to an organized service.	
7.	Work experience (mention the details right from the date of first entry in service till date, durations served in various grades (pay scales) and organizations. Also mention the job contents in various posts along with significant achievements and research work undertaken.	
8.	Contact address, telephone numbers and email id of the applicant.	
9.	Signature of the applicant with date.	

- For all the Faculty Positions in the Schools/Centers, the applicant should submit a note, not exceeding one page, on his/her suitability for the position.
- For applicants on deputation/transfer basis, necessary vigilance and cadre clearance must be enclosed along with the application.