



**Indian Institute of
Corporate Affairs**
Partners in Knowledge. Governance. Transformation.

Indian Institute of Corporate Affairs,
(Ministry of Corporate Affairs)
Plot No.6, 7 & 8, Sector-5,
IMT Manesar, District-Gurugram
PIN-121 052 (Haryana)
Tele: 0124-264 0000; Fax: 0124-2291036

F.No. I-11012/1/2019-ADMIN

30th January, 2020

Subject: Filling up of the post of Chief Administrative Officer (one), Chief Finance Officer (one), Administrative Officer (one) and Finance Officer (three) in Indian Institute of Corporate Affairs on deputation basis.

Indian Institute of Corporate Affairs (IICA), Manesar has been established as an autonomous institution and registered under the Societies Registration Act, 1860 (21 of 1860) by Ministry of Corporate Affairs (Government of India). The institute campus, spread across a sprawling 14-acres, has state-of-the art infrastructure. Its main building is eight stories high and is eco-sensitive. The campus has residential blocks, hostel facilities for staff and students, recreational centre, a well-stocked library, an in-house auditorium and an efficient knowledge management system.

2. IICA invites applications from eligible and interested candidates for filling the following posts on deputation basis initially for a period of three years:

S. No.	Name of Post/(s)	Pay Level in Pay Matrix	No. of Posts
1	Chief Administrative Officer	Level-13 in Pay Matrix [Rs.1,23,100-2,15,900]	1 (One)

Eligibility Conditions :

Group "A" officers of Central/State Government/Central Autonomous institutions/Universities/Statutory Bodies/ Recognized Research Institutions holding:

Analogous posts on regular basis;

or

With 5 years' regular service in posts carrying pay in Level-12 of Pay Matrix;

or

With 8 years' regular service in posts carrying pay in Level-11 of Pay Matrix

and

Possessing at least Bachelor's degree in any subject along with 5 years' experience in managerial and administrative capacity.

S. No.	Name of Post/(s)	Pay Level in Pay Matrix	No. of Posts
2	Chief Finance Officer	Level-13 in Pay Matrix [Rs.1,23,100-2,15,900]	1 (One)
<p>Eligibility Conditions :</p> <p>Officers form Organised Central Accounting Service with CA/CMA and having experience of Accountancy and Financial matters and holding;</p> <p>An analogous post on regular basis; or A post in level 12 of pay matrix in 7th CPC with 5 years regular service; or A post in level 11 of pay matrix in 7th CPCP with 8 years of service</p>			
3	Administrative Officer	Level-12 in Pay Matrix [Rs.78,800-2,09,200]	1(One)
<p>Eligibility Conditions:</p> <p>Officers under Central Government/PSUs etc. holding;</p> <p>Analogous posts; or With 5 years' service in Level-11 of Pay Matrix or With 10 years' service in Level-10 of Pay Matrix and Possessing at least 1st Class Graduate Degree in any discipline.</p> <p>Desirable: Having experience in Corporate Affairs or managing academic institutions / financial management / human resource management.</p>			
4.	Finance Officer	Level-12 in Pay Matrix [Rs.78,800-2,09,200] [PB-3 with GP Rs.7600 (pre-revised)]	3 (Three)
<p>Eligibility Conditions:</p> <p>Officers under Central Government/PSUs etc. holding;</p> <p>Analogous posts; or With 5 years' service in Level-11 of Pay Matrix or With 10 years' service in Level-10 of Pay Matrix and Possessing at least 1st Class Graduate Degree in Commerce/ MBA (Finance)/CA/ICWA Desirable: Having experience in Corporate Affairs or managing academic institutions / financial management /human resource management.</p>			

3. In addition to the pay, as per pay matrix indicated against the post above, benefits like Dearness Allowance, Transport Allowance, Accommodation as per rules or House Rent Allowance in lieu thereof, Leave Travel Concession (LTC), medical facilities and other compensation packages are also available as admissible.

4. The terms and conditions of deputation/deputation on foreign-service terms including upper age limit in such cases for deputation shall be governed by Department of Personnel & Training (DoPT) O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended/clarified from time to time. The upper age limit shall be 56 years (*as on closing date for receipt of applications*).

5. The candidates who are eligible and willing to apply for the above post/(s) may send their applications **through Proper Channel** in prescribed format at as **Annexure-I** alongwith attested photocopies of ACRs/APARs of the last 5 years with following certificates given at the end of application form duly countersigned by the forwarding authority:

- (a) Vigilance Clearance;
- (b) Certificate that no Minor/Major penalty has been imposed;
- (c) Integrity Certificate (duly attested by Administration Authority);
- (d) Cadre Clearance.

6. The candidates are required to send their applications, complete in all respects, along with the requisite documents to **“Chief Administrative Officer, Indian Institute of Corporate Affairs, Plot No.6,7 & 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122 052 [E-mail: hr@iica.in]** positively by 05.03.2020 [Thursday] till 6.00 P.M. The applications received after closing date/time shall not be entertained.

Sd/-
(Sathyaraj C.M)
Chief Administrative Officer
Tele: 91-124-2640052

Annexure-I



**Indian Institute of
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Indian Institute of Corporate Affairs,
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IMT Manesar, District-Gurugram
PIN-121 052 (Haryana)
Tele: 124-264 0000 Fax:124-2291036

APPLICATION FORM

NAME OF THE POST APPLIED FOR: _____

The Application form should be filled in by the candidate in his/her own hand writing neatly and legibly in **BLOCK CAPITALS** only. Separate sheets may be attached wherever the space in a column is found inadequate.

Note: A. Attach separate sheets in case of insufficient space in any column

B. Attach only copies of the qualifying degree(s)/certificates

Photograph
of the
candidate
(self attested)
3cm. × 5 cm.

1. Candidate's Name: _____
(In BLOCK LETTERS)
2. Father's/Husband's name _____
3. Date of Birth (DD/MM/YYYY): _____
4. Age as on (Closing Date) :(Years) _____ (Months) _____ (Days) _____
5. Nationality: _____
6. (a) Category (Please Tick) : UR/SC/ST/OBC
(b) Do you wish to avail the benefit of reservation: Yes/No
(c) If yes, please enclose attested copy of a certificate in support thereof.
7. Marital Status: _____
8. Sex (Male/Female): _____
9. Permanent residential: _____
Address _____

- District _____ State _____
- PIN _____

10. Address for correspondence: _____

District _____ State _____

PIN _____

11. (a) Telephone No. (With STD Code): _____

(b) Mobile No.: _____

(c) Fax No. (With STD Code): _____
 (If any)

12. E-Mail address: _____

13. (a) Present Employer : _____

(b) Status of Present employer:

- | | |
|-------------------------------|--------------------------------------|
| (i) Central Government | (ii) State Government |
| (iii) Autonomous Organization | (iv) Public Sector Undertaking (PSU) |
| (v) Others | |

(c) Present post held _____

(d) Complete postal address of employer _____

14. Educational Qualifications (From matriculation onwards):

S. No.	Examination & School/ College/Institute	University/ Board	Year of Passing	Division/ Grade	Percentage of marks	Subject (s)

(Attach a separate sheet if required)

15. Details of Work Experience (In chronological order)

S. No.	Name of the Institution/ Organization	Post held	Pay Scale	Nature of appointment (permanent/ ad-hoc/ temporary)	Period		Nature of work
					From	To	

(Attach a separate sheet if required)

16. Details of Training, Seminar/Workshop, if any, attended by the candidate

S. No.	Details of Seminar/ workshop	Duration		Organized by	Candidate's contribution
		From	To		

17. Details of the present post held

(i) Present post held :

(ii) Full scale of pay :

(iii) Present pay :

(iv) Date from which held :

(v) Date of retirement under the applicable rules:

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

19. Any other information: _____

20. Name and address with telephone numbers of two references **(other than relatives)**

1.

2.

DECLARATION

All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the selection for the post shall be forfeited.

Date:

Place:

Signature of the candidate

TO BE CERTIFIED BY THE FORWARDING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. _____.
- (ii) His / Her integrity is certified.
- (iii) His/Her CR Dossiers in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No Major/Minor penalty has been imposed on him/her during the last 10 years **OR** a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed, as the case maybe.

Date:

Place:

Signature of the Head of the
Office/Head of Department with
official Seal

Check list of documents to be sent with Application:

1. Application Form, duly filled and signed, by the applicant;
2. Certificates duly counter-signed by the Forwarding Authority
3. ACRs/APARs of last 5 years duly certified by Forwarding Authority.
4. The letter by the parent organisation forwarding the application of the candidate for the post.
5. The photo of the candidate is pasted at appropriate space in the application form and duly attested by the forwarding authority.
6. Self attested copies of all supporting documents to be enclosed.

Note:-

- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. It may be extendable for another two years and the maximum period of deputation shall not exceed five years.
- An employee appointed on deputation to an ex-cadre post may elect to draw either the pay in the scale of pay of the ex-cadre post or his pay in the parent cadre with deputation allowance. The terms and conditions of deputation will be in accordance with DOPT OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2018, OM No. 2/6/2016-Estt. (Pay II) dated 17.02.2016 and OM No. 2/11/2017-Estt. (Pay II) dated 24.11.2017 and as amended from time to time.
