

Government of India
Ministry of Corporate Affairs
Indian Institute of Corporate Affairs
IMT Manesar, Gurgaon -122052

F.No. IICA-2-44/2012

Dated: 04.08.2022

**FILLING UP OF POSITION OF CHIEF PROGRAMME EXECUTIVE (CPE) IN
SCHOOL OF BUSINESS ENVIRONMENT (SoBE) IN IICA**

Interested and eligible candidates are invited to submit application for the position of CPE- SoBE in Indian Institute of Corporate Affairs, purely on contractual basis. The details of eligibility conditions, remuneration, terms etc. can be downloaded from the website: www.iica.nic.in.

2. Interested and eligible candidates can forward their CVs at hr@iica.in/gauri.raina@iica.in.
3. One candidate can apply for one position at a time.
4. The number of position(s) can be increased/decreased at any point in time as per the discretion of the Head of the Institution.
5. The last date to accept application is **16th August, 2022 till 6 PM**. Interested and eligible candidates may send their applications alongwith copies of certificates/testimonials/experience certificates to Administrative Officer, Indian Institute of Corporate Affairs, P-6, 7 & 8, Sector-5, IMT Manesar, Distt. Gurugram-122052 by **16th August, 2022** till 6 PM or email at **hr@iica.in**. Incomplete applications/without supporting documents shall be outrightly rejected.
6. If number of applications received is high in number and if it is not possible to call all eligible candidates for interview, the Institute will further shortlists the candidates based on higher experience in the relevant fields or candidates with higher educational qualification as the case may be.

Sd/-
Administrative Officer

The engagement will purely be on contractual basis initially for a period of one year, if otherwise not extended or curtailed. However, during initial three months, the performance of the candidate will be reviewed and the engagement shall further be continued to one year, subject to satisfactory performance. The contractual engagement is need based and it will not confer any right or privileges on the appointee for regular appointment. The details of qualification and experience are as under:-

S.No.	Name of the position	Field/Vertical	Category	Monthly Consolidated fee (Rs.) P.M.
1.	Chief Program Executive (One)	Business Environment	Contractual	1,20,000/-

JOB DESCRIPTION

1. Educational Qualifications:

- Doctorate in Corporate Social Responsibility (CSR)/ Environmental, Social and Governance (ESG) / Business and Human Rights (BHR); with Master's Degree with minimum 60% marks in Social Work / Business Administration / Economics / Public Administration / Human Rights / Environmental Laws/ International Laws .

2. Experience:

- Minimum 12 years progressive work experience in the domain of social development or corporate social responsibility. Out of which minimum 5 years of working with Government is preferred.
- Experience of working with a think tank on the subject will also be an added advantage.
- Previous experience in developing academic courses, course materials, course evaluations on ESG, BHR and CSR.
- Preference of relevant work in the policy formulation and advocacy, managing large scale national level projects, impact assessment of social development and CSR projects
- Published books, Research Papers, policy papers on social development / CSR/ ESG/ BHR.
- Fair knowledge of the business environment in country, social dynamics and role of Government, Civil Society and Corporates in uplifting the marginalized sections of the society.
- Demonstrated knowledge of CSR, Sustainability and ESG related aspects.
- Contribution to the literature, theories and new models on the subject.
- Experience in research and consulting projects preferably with the Government

3. Skills:

- High level analytical thinking, ability to propose and produce policy level changes and new policies in the subject domain.
- Good flair of research both in quantitative and qualitative aspects.
- Leading and managing the teams, high level integrity and ethical behaviour
- Ability to manage multiple courses and large scale impact assessments of CSR projects
- Producing research reports, policy papers, articles and research papers
- Innovative thinking
- High level of accuracy in producing reports and written communications in Hindi and English languages

4. Key responsibilities:

- Producing research reports, policy papers, articles, journals and research papers on the subject periodically
- Developing and managing national level indices on ESG and CSR
- Looking after the academic courses of the School of Business Environment in CSR, BHR and ESG
- Developing new relevant courses for prospective users, and customised courses and capacity building programmes for companies and other stakeholders
- Identifying and disseminating global trends and best practices in Indian context.
- Organizing workshops/conferences/seminars/webinars/courses/capacity building programmes etc. on issues related to ESG/CSR/BHR/Inclusive Growth and Sustainable Development
- Collaboration with reputed International and national institutions / Governments etc.
- Any other work assigned by Head of the School of Business Environment

Remuneration and other Conditions:

- i. Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- ii. No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- iii. The assignment is on a full time basis and the person will be required to attend the office on all the working days and on holidays, if required.
- iv. The period of engagement will be initially for a period of six months/ one year, which may, at the discretion of the competent authority be either extended or curtailed depending on performance and requirement.
- v. The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- vi. The contract can be terminated by either side by giving notice for a period of one month or one month's consolidated emoluments in lieu there of.
- vii. The contract can be terminated without notice by the competent authority, if at any time the conduct, performance, activities of the individual are found detrimental to the interests of the organization.
- viii. Initial engagement period of the selected candidates may be curtailed or enhanced with the approval of the Competent Authority at the time of issuing the offer of engagement.
- ix. The number of positions or remuneration as indicated at Table-1 hereinabove may be decreased or increased with the approval of the competent authority, subject to requirement.
- x. Conditions may be relaxed by the competent authority in exceptional circumstances.

Selection Procedure

- a. The appointment will be made on the recommendations, on the basis of written test and/or interview, of a Selection Committee constituted for this purpose.
- b. No TA/DA will be provided for attending the interview.

2. Indian Institute of Corporate Affairs reserves the right to accept or reject any application without assigning any reasons.

Annexure-II

A. Format of application for various positions on Contract basis in IICA.
(Applicants should submit only one application)

1. Sl. No. and name of the Position applied for:

2. Name of the applicant:

3. Date of birth:

4. Date of retirement under the rules, if applicable:

5. Qualifications possessed:

Essential:

Sl. No.	Name of School/Institute / University	Type of Qualification	Percentage

6. Training, if any received, which is relevant to the position applied for:

Name of the relevant Training Programme	Duration From To	Organization from where received	Nature of Training received	Remarks

7. (i) Present position held, if any:

(ii) Scale of pay/ Pay Band/ Present pay:

(iii) Date from which held:

8. Details of service (in chronological order starting from the latest first) i.e. Name of position, Employer, Duration, Scale of pay/ Pay drawn, Nature of duties, Period from-to:

(Please enclose a separate sheet)

9. Experience:

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

10. Why do you consider fit for selection to the position appliedfor?

(in not more than 200 words)

How your past/present work and assignments will be relevant to achieve the mandate of IICA?

(in not more than 500 words)

How will your experience, academic qualification and competency be relevant to achieve the mandate of IICA in future?

(in not more than 500 words)

(Please enclose a separate sheet)

11. (i) Present office address with Pin Code Number: (ifany)

(ii)Residential Address-

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

12. Any other relevant information:

Place:

Dated:

Signature of the Candidate