

F. No. H-33011/7/2008-Ad-IV
Government of India
Ministry of Corporate Affairs

'A' Wing, Shastri Bhawan,
New Delhi-110001
Date: July 31, 2008

To

All Secretaries to Government of India
All Ministries and Departments

Sub: Filling up of posts in Indian Institute of Corporate Affairs.

Sir,

I am directed to state that the Ministry of Corporate Affairs is establishing the Indian Institute of Corporate Affairs, which will be registered as a 'Society'. In order to set up a core team of officials to undertake various tasks relating to the establishment of the Institute, the following posts in the Indian Institute of Corporate Affairs are proposed to be filled:

Sl. No.	Name of post	Number of posts	Pay Scale
1.	OSD/CEO	1	Rs.18,400-22,400/-
2.	Director (Administration)	1	Rs.14,300-18,300/-
3.	Dy. Director (Administration)	2	Rs.10,000-15,200/-
4.	Accounts Officer	1	Rs.8,000-13,500/-
5.	Accountant	1	Rs.6,500-10,500/-

2. Mode of appointment

Appointments will be made on deputation basis, initially for a period of two years and extendable by another year. The terms of deputation will be governed by the rules of the Government of India as contained in Appendix-V of FR&SR Vol.I, as amended from time to time.

3. A brief about the Institute, the job description & service requirement for the aforementioned posts and the application format are enclosed at Annexure-I, II and III respectively.

4. It is requested that this vacancy circular may kindly be given wide publicity and applications of interested officers, whose services can be spared for undertaking the appointment, may kindly be forwarded along with the biodata of the officers in the prescribed format (Annexure-III) along

with vigilance clearance and copies of ACRs for the last five years, so as to reach the undersigned latest by 01.9.2008. Applicants may also send advance copies of their application directly to Shri P. C. Pratihari, Under Secretary, Ministry of Corporate Affairs, Room No.521, 'A' Wing, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi - 110 001, while they may submit their applications through proper channel.

Yours faithfully,

(P. C. Pratihari)
Under Secretary to Government of India
Tel. No.23386065

Encl: Annexure-I, II & III

Indian Institute of Corporate Affairs - Synopsis

The Union Cabinet has approved the setting up of the Indian Institute of Corporate Affairs (IICA) by the Ministry of Corporate Affairs. This would be a unique world-class institution to be set up in Manesar, Gurgaon in NCR at a cost of Rs.211 crore (US \$ 50 million approx.), Plan outlay for which has been fully provided. It will add a new dimension to the Knowledge Infrastructure of the country, just as setting up of IIMs / IITs did a few decades ago.

2. The Vision, Mission and Strategy of IICA are being recrystallised now, based on the elements captured in the following four alternative statements:-

- (i) 'To redefine the corporate landscape in India for thriving on 'future shocks', through ethical, sustainable, competitive business strategies, with corporates and government working in partnership for inclusive growth and global footprint.'
- (ii) 'To provide an institutionalized convergence mechanism for corporates and government to work as partners, for constantly refining and redefining the corporate laws & policy framework and governance & delivery systems, to usher in new business paradigms, and create innovators, ethical entrepreneurs and global business leaders of tomorrow.'
- (iii) 'A holistic think-tank, capacity building, service delivery institute to help corporate growth, reforms and regulation through synergised Knowledge Management (KM), partnerships and problem solving in a one-stop-shop mode.'
- (iv) 'A truly world class institute, net-worked with premier national / inter-national institutions / organizations, to act a think tank on all issues vital for effective functioning of corporates, to evolve and establish a new multi-disciplinary academic stream to be called 'corporate affairs' for corporate professionals and entrepreneurs, and to be a catalyst and delivery mechanism for capacity building amongst all stakeholders.'

3. IICA will be registered as a Society. The Board of Governors will have 15 Members, more than 2/3rd of which would be from amongst eminent corporates, professionals, institutions and experts. The Board would lead and govern the institution on an autonomous basis. IICA would create the global business leaders and wealth creators of tomorrow. It would also

focus on entrepreneurs, SMEs, Limited Liability Partnerships and associated employment creation.

4. IICA is conceptually unique. It will take-up/treat holistically all issues/disciplines which impact on corporate effectiveness and functioning. It is the first institution being set up to be formally the 'think-tank' for a major Ministry of Government of India. Symbiotic partnerships with Corporates, Professionals and World Class Universities / Institutions / Experts will be built into it's DNA. Knowledge creation and knowledge management are key components of it's strategy for excellence. Inclusive growth issues would receive focused attention through Corporate Social Responsibility initiatives. Capacity building, Organizational Development (OD) and innovation, both in government and corporate sector, would lay the foundation for effective interventions. Global knowledge will be applied for finding local solutions. Latest pedagogy and learning models would be drawn upon, including distance education, e-learning and self learning.

5. A state-of-the-art and IT-enabled Knowledge Management (KM) system will synergise the initiatives and capabilities of the five Centres within IICA, as also with it's partners. It will provide a two-way window between India and the world on the corporate land-scape, developments, performance, potential and data. Knowledge creation would include large scale action research on actual ground level issues / problems, for finding real-time solutions and capitalising on immense opportunities thrown up by environmental / energy / technological challenges. The KM system will also disseminate knowledge / information / data to all stakeholders whenever & wherever they need it, in an easy to understand and use format.

6. The institute would plan it's priorities / activities on the basis of alternative visions of the likely future world / national economic scenario, and work with Government, Corporates, Professionals etc. to proactively set in place appropriate legal framework, policy prescriptions, institutional structures and delivery systems for optimizing economic growth and productivity.

7. A number of institutions in India and abroad, as also captains of Indian industry have indicated interest/support for the institution. Partnership with IIT, Kharagpur, George Washington University (Law School), Washington DC, USA and the Evian Group IMD, Lausanne, Switzerland are already in advanced stages of finalization. Distinguished President / Deans / Professors from Carnegie Mellon University, Kellogg School of Management, Yale University etc. have also evinced interest, in addition to institutions like IIM, Bangalore and other international / multi-lateral organisations / institutions.

Job description of various posts

Sl. No.	Name of post	Job description	Service requirement
1.	OSD/CEO	OSD will be Head of the Core Team that is being constituted now. He will be over all in-charge of overseeing all the activities of establishment of the Institute and would report to the Governing Body of the Institute and the Ministry.	Officers working in analogous post holding the pay scale of Rs.18,400-22,400/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
2.	Director (Administration)	Director (Administration) will look after all matters relating to establishment of the Institute as entrusted by the OSD/CEO and would report to the OSD/CEO.	Officers working in analogous post holding the pay scale of Rs.14,300-18,300/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
3.	Dy. Director (Administration)	Dy. Directors (Administration) will look after all matters relating to establishment of the Institute as entrusted by the OSD/CEO and Director (Administration) and would report to Director (Administration).	Officers working in analogous post holding the pay scale of Rs.10,000-15,200/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
4.	Accounts Officer	Accounts Officer will act as Finance Advisor to the OSD/CEO and assist the Director (Administration) in all finance and accounts related matters including budgeting, maintenance of accounts etc.	Officers working in analogous post holding the pay scale of Rs.8,000-13,500/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.

5.	Accountant	Accountant will assist the AO in performance of his day to day duties including budgeting and maintenance of accounts.	Officers working in analogous post holding the pay scale of Rs.6,500-10,500/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
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Format of application

Sl.No.	Details required	Detailed information
1.	Post applied for	
2.	Full name of the applicant	
3.	Date of Birth	
4.	Educational Qualifications (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.	
8.	Contact address, telephone numbers and email id of the applicant.	
9.	Signature of the applicant with date.	

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‘A’ Wing, Shastri Bhawan,
New Delhi-110001
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To

1. Secretary to Government of India
Ministry of Urban Development
Ministry of Defence
Ministry of Information & Broadcasting
Ministry of Communications & IT (DoP & DoT)
2. Director General (Works), Ministry of Urban Development,
Nirman Bhavan, New Delhi - 110 011
3. Engineer-in-Chief, Ministry of Defence,
Kashmer House, New Delhi
4. Chief Engineer (Civil), Ministry of Information & Broadcasting,
Soochna Bhavan, Near: Mandi House, New Delhi
5. Sr. Deputy Director General (BW), Department of
Telecommunications, Sanchar Bhavan, New Delhi - 110 001
6. Chief Engineer (Civil) (HQ), Department of Posts, Dak Bhavan,
Sansad Marg, New Delhi - 110 001

Sub: Filling up of posts in Indian Institute of Corporate Affairs.

Sir,

I am directed to state that the Ministry of Corporate Affairs is establishing the Indian Institute of Corporate Affairs, which will be registered as a ‘Society’. In order to set up a core team of officials to undertake various tasks relating to the establishment of the Institute, the following posts in the Indian Institute of Corporate Affairs are proposed to be filled:

Sl. No.	Name of post	Number of posts	Pay Scale
1.	Executive Engineer (Civil)	1	Rs.10,000-15,200/-
2.	Assistant Engineer (Civil)	1	Rs.8,000-13,500/-
3.	Assistant Engineer (Electrical)	1	Rs.8,000-13,500/-

2. Mode of appointment

Appointments will be made on deputation basis, initially for a period of two years and extendable by another year. The terms of deputation will be governed by the rules of the Government of India as contained in Appendix-V of FR&SR Vol.I, as amended from time to time.

3. A brief about the Institute, the job description & service requirement for the aforementioned posts and the application format are enclosed at Annexure-I, II and III respectively.

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Yours faithfully,

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2. The Vision, Mission and Strategy of IICA are being recrystallised now, based on the elements captured in the following four alternative statements:-

- (iii) 'To redefine the corporate landscape in India for thriving on 'future shocks', through ethical, sustainable, competitive business strategies, with corporates and government working in partnership for inclusive growth and global footprint.'
- (iv) 'To provide an institutionalized convergence mechanism for corporates and government to work as partners, for constantly refining and redefining the corporate laws & policy framework and governance & delivery systems, to usher in new business paradigms, and create innovators, ethical entrepreneurs and global business leaders of tomorrow.'
- (iii) 'A holistic think-tank, capacity building, service delivery institute to help corporate growth, reforms and regulation through synergised Knowledge Management (KM), partnerships and problem solving in a one-stop-shop mode.'
- (v) 'A truly world class institute, net-worked with premier national / inter-national institutions / organizations, to act a think tank on all issues vital for effective functioning of Corporates, to evolve and establish a new multi-disciplinary academic stream to be called 'corporate affairs' for corporate professionals and entrepreneurs, and to be a catalyst and delivery mechanism for capacity building amongst all stakeholders.'

3. IICA will be registered as a Society. The Board of Governors will have 15 Members, more than 2/3rd of which would be from amongst eminent corporates, professionals, institutions and experts. The Board would lead and govern the institution on an autonomous basis. IICA would create the global business leaders and wealth creators of tomorrow. It would also

focus on entrepreneurs, SMEs, Limited Liability Partnerships and associated employment creation.

4. IICA is conceptually unique. It will take-up/treat holistically all issues/disciplines which impact on corporate effectiveness and functioning. It is the first institution being set up to be formally the 'think-tank' for a major Ministry of Government of India. Symbiotic partnerships with Corporates, Professionals and World Class Universities / Institutions / Experts will be built into it's DNA. Knowledge creation and knowledge management are key components of it's strategy for excellence. Inclusive growth issues would receive focused attention through Corporate Social Responsibility initiatives. Capacity building, Organizational Development (OD) and innovation, both in government and corporate sector, would lay the foundation for effective interventions. Global knowledge will be applied for finding local solutions. Latest pedagogy and learning models would be drawn upon, including distance education, e-learning and self learning.

5. A state-of-the-art and IT-enabled Knowledge Management (KM) system will synergise the initiatives and capabilities of the five Centres within IICA, as also with it's partners. It will provide a two-way window between India and the world on the corporate land-scape, developments, performance, potential and data. Knowledge creation would include large scale action research on actual ground level issues / problems, for finding real-time solutions and capitalising on immense opportunities thrown up by environmental / energy / technological challenges. The KM system will also disseminate knowledge / information / data to all stakeholders whenever & wherever they need it, in an easy to understand and use format.

6. The institute would plan it's priorities / activities on the basis of alternative visions of the likely future world / national economic scenario, and work with Government, Corporates, Professionals etc. to proactively set in place appropriate legal framework, policy prescriptions, institutional structures and delivery systems for optimizing economic growth and productivity.

7. A number of institutions in India and abroad, as also captains of Indian industry have indicated interest/support for the institution. Partnership with IIT, Kharagpur, George Washington University (Law School), Washington DC, USA and the Evian Group IMD, Lausanne, Switzerland are already in advanced stages of finalization. Distinguished President / Deans / Professors from Carnegie Mellon University, Kellogg School of Management, Yale University etc. have also evinced interest, in addition to institutions like IIM, Bangalore and other international / multi-lateral organisations / institutions.

Job description of various posts

Sl. No.	Name of post	Job description	Service requirement
1.	Executive Engineer (Civil)	EE (Civil) will work as Engineering Officer to the OSD/CEO of the organization to aid and advise him on the matters relating to infrastructure development and maintenance of the Institute including Architectural, Civil and Electrical components of work.	Officers working in analogous post holding the pay scale of Rs.10,500-15,200/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
2.	Assistant Engineer (Civil)	AE (Civil) will assist the EE (Civil) on the matters relating to infrastructure development and maintenance of the Institute including Architectural and Civil components of work.	Officers working in analogous post holding the pay scale of Rs.8,000-13,500/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
3.	Assistant Engineer (Electrical)	AE (Electrical) will assist the EE (Civil) on the matters relating to infrastructure development and maintenance of the Institute in respect of electrical component of work.	Officers working in analogous post holding the pay scale of Rs. 8,000-13,500/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.

Format of application

Sl.No.	Details required	Detailed information
1.	Post applied for	
2.	Full name of the applicant	
3.	Date of Birth	
4.	Educational Qualifications (mention details of degrees, year, % of marks obtained, specialization, if any, University/Institute.	
5.	Training programmes/ workshops attended	
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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.	
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To

Registrar/Director/Dean of the following institutes

All Indian Institutes of Management,
All Indian Institute of Technology,
Indian Institute of Information Technology, Allahabad
National Law School of India, Bangalore, Hyderabad, Jodhpur, Kolkata,
Bhopal
Management Development Institute, Gurgaon
XLRI, Jamshedpur
Indian Institute of Foreign Trade, Delhi
NITIE, Mumbai
TAPMI, Manipal
BITS, Pilani
ISB, Hyderabad
Faculty of Management Studies, University of Delhi

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Sl. No.	Name of post	Number of posts	Pay Scale
1.	Consultant (Associate Professor)	3*	Rs.16,400-20,000/-
2.	Research Associate	3*	Rs.8,000-13,500/-

*The Consultants and Research Associates are required in the following fields:

- I. Corporate Law, Competition Law, Insolvency & Limited Liability Partnership Laws
- II. Economics, Finance and Accounts
- III. Knowledge Management with experience in Corporate Affairs and IT.

2. Mode of appointment

Appointments will be made on deputation basis, initially for a period of two years and extendable by another year. The terms of deputation will be governed by the rules of the Government of India as contained in Appendix-V of FR&SR Vol.I, as amended from time to time.

3. A brief about the Institute, the job description & service requirement for the aforementioned posts and the application format are enclosed at Annexure-I, II and III respectively.

4. The applicants for the post of Consultant (Associate Professor) may also recommend the name(s) of candidates who, in their opinion, are suitable for appointment as Research Associate in the respective field. This candidate so nominated for consideration for the post of Research Associate may also be advised to apply through proper channel.

5. It is requested that this vacancy circular may kindly be given wide publicity and applications of interested officers, whose services can be spared for undertaking the appointment, may kindly be forwarded along with the biodata of the officers in the prescribed format (Annexure-III) along with vigilance clearance and copies of ACRs for the last five years, so as to reach the undersigned latest by 01.9.2008. Applicants may also send advance copies of their application direct to Shri P. C. Pratihari, Under Secretary, Ministry of Corporate Affairs, Room No.521, 'A' Wing, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi - 110 001, while they may submit their applications through proper channel.

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Job description of various posts

Sl. No.	Name of post	Job description	Service requirement
1.	Consultant (Associate Professor)	<p>1. To establish the Academic and knowledge Management Centers of IICA</p> <p>2. To undertake think-tank and research work, that will provide policy support to the Government.</p> <p>3. Undertake consultancy work as per rules and regulations of IICA.</p>	Eminent Academicians/officials working in analogous post holding the pay scale of Rs.16,400-20,000/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
2.	Research Associates	To assist the Consultants in the respective fields mentioned above.	Academicians working in analogous post holding the pay scale of Rs.8,000-13,500/- or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.

Suggested Format of application

Sl.No.	Details required	Detailed information
1.	Post applied for	
2.	Full name of the applicant	
3.	Date of Birth	
4.	Educational Qualifications (mention details of degrees, year, % of marks obtained, specialization, if any, University/Institute.	
5.	Training programmes/ workshops attended	
6.	Details of specialization and research activities	
7.	Details of publications (including research papers)	
8.	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.	
9.	Contact address, telephone numbers and email id of the applicant.	
10.	Signature of the applicant with date.	

Note: The above details are requested to be submitted along with the applications. Applicants are advised to furnish a detailed note on their perception about the challenges offered by the assignment and how they intend to meet these challenges.