

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

‘A’ Wing, Shastri Bhawan,
New Delhi-110001
Date: December 09, 2008

To

1. All Secretaries to Government of India,
All Ministries and Departments
2. All Chief Secretaries of all State Governments
3. 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
 - Other reputed Universities/Institutes

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

Sir,

I am directed to state that the Ministry of Corporate Affairs has established the Indian Institute of Corporate Affairs, which is a registered ‘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	Pre-revised Pay Scale	Revised Pay Scale	
				Pay Band	Grade Pay
1.	Director (Administration)	1	Rs.14,300-18,300/-	Rs.37400-67000/-	Rs.8700/-
2.	Dy. Director (Administration)	2	Rs.10,000-15,200/-	Rs.15600-39100/-	Rs.6600/-
3.	Accounts Officer	1	Rs.8,000-13,500/-	Rs.9300-34800/-	Rs.5400/-
4.	Accountant	1	Rs.6,500-10,500/-	Rs.9300-34800/-	Rs.4200/-
5.	Consultant* (Associate Professor)	3	Rs.16,400-20,000/-	Rs.37400-67000/-	Rs.8900/-
6.	Research Associate*	3	Rs.8,000-13,500/-	Rs.9300-34800/-	Rs.5400/-
7.	Executive	1	Rs.10,000-15,200/-	Rs.15600-	Rs.6600/-

	Engineer (Civil)			39100/-	
8.	Assistant Engineer (Civil)	1	Rs.8,000-13,500/-	Rs.9300-34800/-	Rs.5400/-
9.	Assistant Engineer (Electrical)	1	Rs.8,000-13,500/-	Rs.9300-34800/-	Rs.5400/-

*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 & IIIA 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 12.2.2009. 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

Indian Institute of Corporate Affairs (IICA) has been set up as a Registered Society, which will serve as a holistic think tank, capacity building, service delivery Institute to help corporate growth, reforms and regulation through synergized knowledge management, global partnerships and real time solutions.

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 / international 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 has been 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 Centers within IICA, as also with its 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 its 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.	Director (Administration)	Director (Administration) will look after all matters relating to establishment of the Institute as entrusted by the CEO.	Officers working in analogous post holding the pay band and grade pay mentioned in para 1 of the circular or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
2.	Dy. Director (Administration)	Dy. Directors (Administration) will look after all matters relating to establishment of the Institute as entrusted by the CEO and Director (Administration) and would report to Director (Administration).	Officers working in analogous post holding the pay band and grade pay mentioned in para 1 of the circular or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
3.	Accounts Officer	Accounts Officer will act as Finance Advisor to the 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 band and grade pay mentioned in para 1 of the circular or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
4.	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 band and grade pay mentioned in para 1 of the circular or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
5.	Consultant (Associate Professor)	1. To establish the Academic and knowledge Management Centers of IICA. 2. To undertake think-tank and research work, that will provide policy support to the Government. 3. Undertake	Eminent Academicians/ officials working in analogous post holding the pay band and grade pay mentioned in para 1 of the circular or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the

		consultancy work as per rules and regulations of IICA.	activities.
6.	Research Associates	To assist the Consultants in the respective fields mentioned above.	Academicians working in analogous post holding the pay band and grade pay mentioned in para 1 of the circular or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
7.	Executive Engineer (Civil)	EE (Civil) will work as Engineering Officer to the 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 band and grade pay mentioned in para 1 of the circular or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
8.	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 band and grade pay mentioned in para 1 of the circular or eligible to be considered for appointment to the said grade, having the requisite qualification, experience, aptitude and background for undertaking the activities.
9.	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 band and grade pay mentioned in para 1 of the circular 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 for posts other than Consultants & Research Associates

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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6.	Details of specialization and research activities.	
7.	Details of publications (including research papers)	
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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.

[Circular 'A' for publication in Employment News only]

**Government of India
Ministry of Corporate Affairs**

'A' Wing, Shastri Bhawan,
New Delhi-110001

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- II. Economics, Finance and Accounts
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Interested officers may send their applications through proper channel along with their biodata in the prescribed format (Annexure-III) along with vigilance clearance and copies of ACRs for the last five years, so as to reach 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 latest by 12.2.2009. Applicants may also send advance copies of their application directly to the aforementioned officer, while they may submit their applications through proper channel. For details of the vacancy circular, job requirements etc. kindly log on to www.mca.gov.in.

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		consultancy work as per rules and regulations of IICA.	activities.
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9.	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 band and grade pay mentioned in para 1 of the circular 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 for posts other than Consultants & Research Associates

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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.	
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Suggested Format of application for Consultants & Research Associates

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9.	Contact address, telephone numbers and email id of the applicant.	
10.	Signature of the applicant with date.	

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[Circular 'B' for publication in other news papers]

Government of India
Ministry of Corporate Affairs

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