

**Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)**

Indian Institute of Corporate Affairs, a registered society functions under the aegis of Ministry of Corporate Affairs, hereby invite applications for filling up of the following vacant positions purely on contractual basis at its Institute at Manesar, Distt. Gurgaon (Haryana):-

S. No.	Name of the Position	No. of Position	School/Center/Department
<u>1.</u>	Sr. Consultant	2	School of Competition Law & Market Regulation
<u>2.</u>	Consultant	1	School of Competition Law & Market Regulation

The details of essential/desirable qualifications, experience, application form etc. are available on website www.iica.in.

The interested candidates may send their applications in the prescribed format of application available on website duly completed, giving complete bio-data accompanied by the attested copies of the Academic, experience certificates/testimonials. The applications should reach the Manager (HR), "B" Wing, 2nd floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 on or before 04th Jan, 2014.

Sr. Consultant

Educational qualifications

Essential:

Degree in Law (LLB) or Master's degree in Economics or Business Administration or a qualified Chartered Accountant or Company Secretary from recognized University with minimum 50% marks in aggregate.

Desirable:

Master's degree or PhD in Law with specialization in Competition Law /Economics or Business Administration etc.

Experience

Essential :

Minimum 3 years' experience in the field academics / practice of Law / Economics.

Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.

Desirable

Experience in academic course management will be desirable.

Consultant

Educational qualifications

Essential:

Degree in Law (LLB) or Master's degree in Economics, Masters in Business Administration/ Chartered Accountant/ Company secretary from recognised University with minimum 50% marks in aggregate.

Desirable:

Master's degree in Law from a recognised University.

Experience

Essential :

Knowledge of Computer applications, MS- Office including Excel, Access

and Power Point, etc. and ability to draft / generate well analyzed researched reports

Desirable

Experience in PSUs/ Govt. Undertaking/ Autonomous bodies , Private Sector

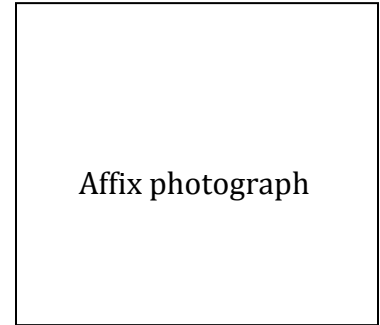
P.S -The candidate is expected to contribute to the research/ policy advisory, module development, and undertake organisation of various training programs, conferences, workshops etc.

The candidate must possess ability to think and work independently. Excellent verbal and written communication skills are mandatory.

Sr. Consultant may be asked to conduct academic classes based on his/her competence.

Format of application for Sr. Consultants/ Consultants on Contract basis in IICA.

- 1 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:

(1)

(2)

(3)

6. Desirable qualifications/ experience possessed:

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

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

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

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

(iii) Date from which held:

9. 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)

10. Experience:

11. Why do you consider fit for selection to the position applied for?:
(in not more than 200 words)

(Please enclose a separate sheet)

12. (i) Present positional address with Pin Code Number:

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

13. Any other relevant information:

Place:

Dated:

Signature of the Candidate

