

No. IICA.1-3/2011
Indian Institute of Corporate Affairs
(An Autonomous Organisation under the Ministry of Corporate Affairs, Govt of India)
Plot no 6,7 & 8, Sector 5, IMT Manesar, Gurgaon-122050

Subject: Filling up of one post each of Chief Administrative Officer, Manager HR and Administrative Officer on deputation/contract basis in IICA.

Indian Institute of Corporate Affairs proposes to fill up one post each of Chief Administrative Officer , Manager HR in the Pay Band-4 Rs. 37400-67000 plus grade pay of Rs. 8700 and one post of Administrative Officer in the pay band-3 Rs. 15600-39100 plus grade pay of Rs. 7600 on deputation/contract basis. The details regarding qualifications, experience and other eligibility conditions required for the posts, period of deputation/contract etc. are indicated in Annexure-I.

2. Applications in the prescribed proforma (annexure II) from interested and eligible persons who can be spared for taking up the assignment in the event of their selection may be forwarded through proper channel along with the following documents:-

- (a) up to date ACR folder of the applicants or the photocopies of the ACRs for the last five years duly attested by an officer not below the level of undersecretary;
- (b) vigilance clearance indicating that no disciplinary proceedings/criminal proceedings are pending/contemplated against the officer concerned.
- (c) integrity certificate duly signed by an officer not below the rank of deputy secretary; and
- (d) details of major/minor penalty, if any imposed upon the applicants during the last ten years.

3. Last date for receipt of the applicants in the IICA shall be **29 February, 2012** and crucial date for determining eligibility shall be the closing date of receipt of applicants. The applications complete in all respects should be forwarded to the officer-in-charge (Admin & Finance), Indian Institute Of Corporate Affairs, 2nd Floor, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110003.

Details of Eligibility Conditions

Annexure-I

I) Chief Administrative Officer (1 Post) and Manager HR (1 Post)

- (1) Scale of Pay – Pay Band 4 (Rs. 37400-67000) + grade pay of Rs. 8700/-.
- (2) Eligibility

Essential:

- (i) Officer holding the analogous post

OR

The officer who have completed 5 years of regular service in a post in PB-3 (Rs. 15000-39100/-) with a grade pay of Rs. 7600/-

OR

The officers those who have completed 10 years of regular service in Pay Band 3 (Rs. 15600-39100) with Grade Pay of RS. 6600/-.

- (ii) Possess adequate experience in managerial & administrative capacity in Government/PSU.

Desirable:

Having experience in Corporate Affairs or in managing of academic institutions of repute.

Location of Post: IICA, Manesar, Gurgaon

ii) Administrative Officer (1 post)

(1) scale of Pay-Band 3 (Rs. 15600-39100) plus grade pay of Rs. 7600/-

(2) Eligibility

Essential:

- (i) Officer holding the analogous post

OR

The officer who have completed 5 year of regular service in a post in PB-3 (Rs. 15600 – 39100/-) with a grade pay of Rs. 6600/-

OR

The officer who have completed 10 year of regular service in a post in PB-3 (Rs. 15600 – 39100/-) with a grade pay of Rs. 5400/-

- (ii) Possess adequate experience in managerial & administrative capacity in Government/PSU.

Desirable:

Having experience in Corporate Affairs and/or Corporate Governance or in managing of academic institutions of repute/ Financial management / Human Resource Management.

Conditions can be relaxed by the Competent Authority; if circumstances so desire.

Location of Post: IICA, IMT, Manesar, Gurgaon.

Period of deputation/contract:

Period of deputation/short-term contract including period of deputation/short-term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central/State Govt. shall ordinarily not exceed three years.

CAO/ Manager HR /Administrative Officer Proforma
Application for the Post of CAO/Manager HR/Administrative Officer on Deputation/Contract Basis
in IICA

(To be submitted in duplicate)

1. Name
2. Date of birth
3. Date of retirement under the rules applicable to the officer
4. Qualifications possessed by the officer,

Essential

- (1)
- (2)
- (3)

5. Training, if any received by the official, which is relevant to the post applied for:

Name of the relevant Training Programme	Duration from to	Organisation from where received	Nature Of training received	Remarks

6. (i) Present post held
- (ii) Full scale of pay
- (iii) Present pay
- (iv) Date from which held

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

8. Details of service (in chronological order starting from the latest first)
 Name of post, Employer, Duration, Scale of pay ,Nature of duties From- to

9. Experience

10. (i) Present postal address with Pin Code Number

(ii) Telephone No. Office ResidenceMobile

15. Any other relevant information

Signature of the Candidate

The above entries have been verified from the records available in this office and are found correct.

Signature _____

Name _____

Seal of Office

[Format of various certificates required to be enclosed separately along with the Application of candidate who applies for Deputation/Contract Basis]

Integrity Certificate

After scrutinizing Annual Confidential Reports of Dr. /Shri/Smt. /Ms. _____, _____ who has applied for the post of Chief Administrative Officer/ Manager HR/ Administrative Officer in IICA on deputation /contract basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of Deputy Secretary or above)
Name & Office Seal:.....
Date:.....

Vigilance Clearance Certificate

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms. who has applied for the post of Chief Administrative Officer/ Manager HR / Administrative Officer in IICA on deputation /contract basis.

[Authorised signatory]
Name & Office Seal:.....
Date:.....

No Penalty Certificate

Certified that no minor/major penalty has been imposed on Dr. /Shri/Smt. /Ms..... who has applied for the post of Chief Administrative Officer/ Manager HR / Administrative Officer in IICA on deputation /contract basis during the last ten years.

[Authorised signatory]
Name & Office Seal:.....
Date:.....