

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

'A' Wing, Shastri Bhawan,
New Delhi-110001
Dated the 15th July, 2011

To
All Secretaries to Government of India
All Ministries and Departments
All IIT, IIMs, National Law Schools

Sub: Filling up the post of Director in Indian Institute of Corporate Affairs (IICA).


Sir,

The Ministry of Corporate Affairs has established the Indian Institute of Corporate Affairs (IICA) as a 'Society' registered under the Society's Registration Act 1860. One post of Director (ICLS, Academy) in the IICA with duties and responsibilities given at Annexure-II of this circular is proposed to be filled up urgently. The post has been placed in PB-4 with Grade pay of Rs. 10,000/- p.m. The Director would be appointed by the method of deputation in accordance with the instructions issued in this regard by the Department of Personnel and Training, from time to time.

2. A brief about the Institute, the job description & service requirement for the aforementioned post, and the application format are enclosed at Annexure-I, II and III respectively. Further details about the Institute can be accessed at <http://www.iica> and <http://www.mca.gov.in>

3. It is requested that this vacancy circular may kindly be given wide publicity and applications of interested officers, whose services can be spared immediately for undertaking the appointment, may kindly be forwarded along with the bio-data of the officer in the prescribed format (Annexure-III) along with the vigilance clearance and copies of ACRs for the last five years, so as to reach the undersigned latest by **19-08-2011**. Applicants may also send advance copy of their application directly to the undersigned on the address - Director(NK), Ministry of Corporate Affairs, Room No, 530, 'A' Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 001, while they submit their applications through proper channel.

Yours faithfully,


(Nirupama Kotru)
DIRECTOR
Tel.No. 2338 4470

Encl: Annexure-I, II & III

Indian Institute of Corporate Affairs - Synopsis

Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs as holistic think-tank, capacity building, service delivery Institute to help corporate growth, reforms and regulation.

2. IICA has been registered as a Society under the Society's Registration Act, 1860 on 12.09.2008. The Board of Governors has 17 Members, 14 of whom are from amongst eminent companies, professionals, heads of the institutions and experts. At present the Institute is operating from Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. The campus of the Institute is being constructed at IMT, Manesar and is nearing completion.

3. The institute is providing support to the Ministry in review/revision of existing corporate laws, rule and regulations, as well as in framing of new ones, as per requirements of a dynamic economic environment. In addition, it is providing training to Indian Company Law Service (ICLS) Officers and other officials working for the Ministry, and supporting organizational reforms initiatives. IICA is also helping in continuous improvement of service delivery in diverse areas like MCA 21, corporate governance, corporate social responsibility, investor education and protection, etc. The institute is promoting and encouraging innovation and entrepreneurship, particularly in the small and medium enterprise. It is providing quality action research, consultancy and information services/ support to all its stakeholders including the Government companies, professionals, Directors of companies, investors etc. IICA is helping develop and maintain a knowledge Management system, covering all aspects, issues, experiences relating to Indian and global corporate functioning / affairs, linked to internal and external knowledge with speed and in formats designed for ease of access, navigation and utilization. The Institute will provide comprehensive coverage of all disciplines/ subjects involved in, or impacting on, corporate functioning. The mandates for IICA mentioned above are not exhaustive.

Job description

Annexure-II

1	Name and Designation of the post	Director, ICLS Academy
2	Pay Scale of the Post	PB-4 + Grade Pay of Rs.10,000/-
3	Grade/category of the post	Not applicable
4	Scientific/technical or administrative nature of the post.	Administrative
5	Duties and responsibilities of the post (Job description for each position)	Director will be overall Head for all academic/administrative activities of the ICLS academy, which has been mandated the business of formulating and carrying out the induction as well as Mid-career training programmes for the ICLS probationers, borne on Indian Corporate Law Service - Group - A Central Service. The Director shall report to the Director General & Chief Executive Officer of the IICA
6	Essential and minimum qualifications of the post	At least Five years of regular service in the PB-4 with G.P. of Rs.8700/- in any organised Group-A service under the Central Government
7	Recruitment Rules relevant to the post	As framed by the Govt. of India M/o Corporate Affairs
8	Mode of filling up the post	The Director shall be appointed on the basis of the recommendations of a Search-cum-Selection Committee

Format of application

Annexure-III

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/she is from 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.	Please provide the following information: a) Details of the Academic/ Research and institution building work done b) A brief write up on possible plan of action for developing IICA as a 21 st Century Institution	
9.	Contact address, telephone numbers and email id of the applicant.	
10	Signature of the applicant with date.	

MINISTRY OF CORPORATE AFFAIRS

Application for the Post of Director in Indian Institute of Corporate Affairs (IICA)

Applications are invited for the post of Director (ICLS Academy) in Indian Institute of Corporate Affairs (IICA), established by Ministry of Corporate Affairs as a society for training, research & service delivery in the field of corporate affairs.

Scale of pay for the post of Director shall be PB-4 + G.P. Rs. 10000 with admissible allowances.

Office of the IICA is located at a 14 acre plot of land at Sector-5 of the IMT Manesar in a State-of-art building with world class ambience. Two/three bedroom semi furnished dwelling apartments are available for officers, which shall be allotted to officers as per rules.

The post will be filled by the method of deputation in accordance with the instructions issued in this regard by the Department of Personnel and Training, from time to time. Officers belonging to Organized Group 'A' Services, who have completed at least 5 years of regular service in the PB-4 - Grade Pay of Rs. 8700, are eligible to apply. Experience in Corporate Affairs or in managing of Academic institution of repute has been prescribed as **Desirable** qualification.

The completed applications may be sent to Director (NK), Ministry of Corporate Affairs, Room No. 530, A Wing, Shastri Bhawan, New Delhi latest by 31.07.2011. For download of application format and further details log on to <http://www.mca.gov.in>. For clarifications and sending of advance copy of application, mails can be sent on the address soiica@mca.gov.in