

Government of India
Ministry of Corporate Affairs
Indian Institute of Corporate Affairs
IMT Manesar, Gurgaon -122052
Phone.No.: 0124 – 2290168 Email: <nationalcsrawards@gmail.com>

F.No. IICA – 21-15/2016

Date: 7th October 2016

**WALK-IN-INTERVIEW FOR VARIOUS CONTRACTUAL POSITIONS IN THE
SECRETARIAT FOR NATIONAL CSR AWARDS**

Interested and eligible candidates are invited for walk-in-interview for various positions in the Secretariat of the National CSR Awards, purely on contractual basis. Candidates may report at **2.30 P.M on 17th October, 2016 at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052**. The details of eligibility conditions, remuneration, terms and conditions etc. can be downloaded from the websites: www.iica.in ; www.mca.gov.in

Sd/-

(Manager (HR) and CAO, IICA)

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SECRETARIAT FOR NATIONAL CSR AWARDS**

Ministry of Corporate Affairs, Govt. of India has instituted the National CSR Awards to promote the culture of CSR in the country. In this context, a Secretariat is being set up to manage the process related with the Awards.

Interested and eligible candidates are invited for walk-in-interview for various positions in the Secretariat of the National CSR Awards, purely on contractual basis. Candidates may report **at 2.30 P.M on 17th October, 2016 at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052.** The details of eligibility conditions, remuneration, terms and conditions etc. can be downloaded from the websites: www.iica.in ; www.mca.gov.in

The engagement will purely be on contractual basis initially for a period of one year, if otherwise not extended or curtailed. The contractual engagement is need based and it will not confer any right or privileges on the appointee for regular appointment. The details of qualification and experience are as under:-

S.No.	Name of the Position and Number required	Qualifications	Responsibilities	Remuneration (Rs)
1.	Programme Manager (01)	Essential Educational Qualifications: Master's degree in Social Sciences from recognized University with minimum 50% marks in aggregate.	1. Managing the entire cycle for National CSR Awards – applications, scrutiny of documents, managing field	75,000

		<p>Essential Work Experience:</p> <ul style="list-style-type: none"> - Minimum 3 year work experience of which 1 year experience should be in the CSR activities in accordance with Companies Act 2013 - Knowledge of Computer applications, MS-Office including Excel, Access and Power Point, etc. - Ability to work in multi-disciplinary teams - Strong Communication and documentation skills. <p>Desirable Work Experience:</p> <ul style="list-style-type: none"> - Familiarity with working of Government Organisation would be of added advantage. 	<p>visits, publication of coffee table book, edited volume.</p> <ol style="list-style-type: none"> 2. Cast studies for publication. 3. Assist in selection of various external agencies through tender or appropriate selection process 4. Assisting the Steering Committee, Selection Committee and the Grand Jury in their work 5. Coordination with various stakeholders 	
2.	Consultants (02)	<p>Essential Educational Qualifications: bachelor degree</p> <p>Essential Work Experience:</p> <ul style="list-style-type: none"> - Minimum 2 year experience in the field CSR or project management or administration. - Knowledge of Computer applications, MS-Office including Excel, Access and Power Point, etc. - Ability to work in 	<ol style="list-style-type: none"> 1. Supporting the National CSR Award process in documentation/ file work/ reporting as per norms of the Government 2. Financial management of the activities of the Award 3. Assisting the Steering Committee, Selection Committee and the Grand Jury in 	50,000

		<p>multi-disciplinary teams</p> <ul style="list-style-type: none"> - Strong Communication and documentation skills. <p>Desirable Work Experience:</p> <ul style="list-style-type: none"> - Prior experience in managing file work, tender/ expression of interests etc - Familiarity with working of Government Organisation shall be of added advantage. 	<p>their work</p> <ol style="list-style-type: none"> 4. Coordination with various stakeholders 	
3.	Multi-tasking Staff (02)	<p>Essential Educational Qualification: a bachelor degree</p> <p>Desirable Work Experience: Prior experience in rendering assistance in project management. Familiarity with working of Government Organisation shall be of added advantage.</p> <p>Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.</p>	<ol style="list-style-type: none"> 1. Supporting senior staff in management of activities of the National CSR Awards 2. File management 3. Support in conduct of meeting/ orientation workshops 4. Logistics support 	20,000
4.	Steno (01)	<p>Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.</p>	<p>Taking dictation, dispatch of letters, preparation of minutes of meetings</p> <p>Coordination with various stakeholders</p>	30,000

B. Remuneration and other Conditions:

- i. Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- ii. The consolidated remuneration as mentioned above indicates upper limit and the actual amount as will be commensurate to experience and Qualifications of a candidate¹.

- iii. No other allowances will be payable. However if the person, travel out of the Headquarters he will be entitled to TA/DA as admissible.
- iv. The assignment is on a full time basis and the person will be required to attend the office on all the working days and on holidays, if required.
- v. The period of engagement will be initially for a period of one year, which may, at the discretion of the competent authority be either extended or curtailed.
- vi. The person will be required to maintain decorum, discipline as expected of a Central Government Officer.
- vii. The contract can be terminated by either side by giving notice for a period of one month or one month's consolidated emoluments in lieu thereof.
- viii. The contract can be terminated without notice by the competent authority, if at any time the conduct, performance, activities of the individual are found detrimental to the interests of the National CSR Awards or the organization.

C. Selection Procedure

- a. The appointment will be made on the recommendations, on the basis of interview, of a Selection Committee constituted for this purpose.
 - b. No TA/DA will be provided for attending the interview.
2. Interested candidates may furnish their applications while appearing for the walk-in-interview to be held at **2.30 P.M on Monday, 17th October, 2016 at Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon – 122052.**
3. Indian Institute of Corporate Affairs reserves the right to accept or reject any application without assigning any reasons.

APPLICATION FORM

1. Name & address (in block letters):

Passport size
photograph

2. Tel. Nos. and e-mail address: _____

3. Date of Birth: _____

4. Date of retirement (if applicable): _____

5. Name of Organisation from which retired:

6. Qualification/Experience required:

Qualifications/Experience required	Qualification/Experience possessed by officer (supported by testimonials)

7. Details of employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Ins./Organisation	Post held	From	To	Scale of pay	Nature of duties

8. Enclose CV

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material information or regarding my antecedents, my contract shall be liable to be summarily terminated without notice/compensation. I understand that the appointment is on a purely short term contract basis on consolidated emoluments without any other remuneration or allowances or other privileges of a Government employee. In case of selection, I agree to abide by the terms and conditions finalized at the time of appointment.

Place:

Date:

Signature of the applicant
Name: