

**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  
2016

Date: 8<sup>th</sup> December

**RE-SCHEDULING OF DATE AND VENUE OF WALK-IN-INTERVIEW FOR VARIOUS CONTRACTUAL POSITIONS IN THE SECRETARIAT FOR NATIONAL CSR AWARDS**

It is hereby notified that the date and venue of walk-in-interview for various positions in the Secretariat of the National CSR Awards, purely on contractual basis, have been re-scheduled as below:

**Time and Date: 2.30 P.M on Tuesday, 13<sup>th</sup> December, 2016**

**Venue: Indian Institute of Corporate Affairs, IMT Manesar, Sector-5, Gurugram-122052**

Interested and eligible candidates are advised to appear in the walk-in-interview as per the revised schedule.

Sd/-  
Manager (HR) and CAO, IICA

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F.No. IICA – 21-15/2016

Date: 1<sup>st</sup> December 2016

**WALK-IN-INTERVIEW FOR VARIOUS CONTRACTUAL POSITIONS IN THE  
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 3.00 P.M on 9<sup>th</sup> December, 2016 at Shastri Bhawan, Dr Rajendra Prasad Road, Central Secretariat, New Delhi, 110001.** The details of eligibility conditions, remuneration, terms and conditions etc. can be downloaded from the websites: [www.iica.in](http://www.iica.in) ; [www.mca.gov.in](http://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.	Consultant (01)	<p>Essential Educational Qualifications: bachelor degree</p> <p>Essential Work Experience:</p> <ul style="list-style-type: none"> <li>- Minimum 2 year experience in the field CSR or project management or administration.</li> <li>- Knowledge of Computer applications, MS-Office including Excel, Access and Power Point, etc.</li> <li>- Ability to work in multi-disciplinary teams</li> <li>- Strong Communication and documentation skills.</li> </ul> <p>Desirable Work Experience:</p> <ul style="list-style-type: none"> <li>- Prior experience in managing file work, tender/ expression of interests etc</li> <li>- Familiarity with working of Government Organisation shall be of added advantage.</li> </ul>	<ol style="list-style-type: none"> <li>1. Supporting the National CSR Award process in documentation/ file work/ reporting as per norms of the Government</li> <li>2. Financial management of the activities of the Award</li> <li>3. Assisting the Steering Committee, Selection Committee and the Grand Jury in their work</li> <li>4. Coordination with various stakeholders</li> </ol>	50,000
2.	Multi-tasking Staff (01)	<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</p>	<ol style="list-style-type: none"> <li>1. Supporting senior staff in management of activities of the National CSR Awards</li> <li>2. File management</li> <li>3. Support in conduct of meeting/</li> </ol>	20,000

		added advantage. Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.	orientation workshops 4. Logistics support	
3.	Steno (01)	Knowledge of Computer applications, MS- Office including Excel, Access and Power Point, etc.	Taking dictation, dispatch of letters, preparation of minutes of meetings  Coordination with various stakeholders	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 candidate<sup>1</sup>.
- 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 3.00 P.M on 9<sup>th</sup> December, 2016 at Shastri Bhawan, Dr Rajendra Prasad Road, Central Secretariat, New Delhi, 110001.** For assistance in entry in the Shastri Bhawan, interested candidates are advised to report at 2.00pm at the venue. They may also call 011-23385010.

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: