

**No. IICA/2-32/2012**  
**Indian Institute of Corporate Affairs**  
**(An Autonomous Organisation under the Ministry of Corporate Affairs, Govt of India)**

**Subject: Filling up of the post of Professor in the School of Corporate Governance & Public Policy and Head of Centre in the Centre for Responsible Corporate Governance.**

Applications are invited from interested and eligible persons to fill up the posts of Professor and Head of Centre in the Pay Band-4 (Rs. 37400-67000) plus grade pay of Rs. 10,000 and 8700 respectively on Deputation/ Contract basis/ Direct Recruitment or on Tenure track Contractual basis on fixed monthly emoluments, extendable on year to year basis subject to a maximum of 3 years, which will be followed by regular appointment after successful completion of the period of contract in the Indian Institute of Corporate Affairs for the Schools as mentioned below:-

- (1) School of Corporate Governance & Public Policy – no. of post 1
- (2) Centre for Responsible Corporate Governance – no. of post 1

2. The details regarding qualifications, experience and other eligibility conditions required for the post are indicated in **Annexure-I**.

3. Candidates who are already in Govt. service may send advance applications (*Applicable In respect of those who are presently in Govt. Service, Semi-Govt., Autonomous Body, PSU etc.*), in addition to forwarding their applications through proper channel

3. Last date for receipt of the applications in the IICA shall be 18<sup>th</sup> December, 2017. The crucial date for determining eligibility shall be the closing date of receipt of the applications. The applications complete in all respects as per the prescribed Performa indicated at **Annexure-II** should be forwarded to the Assistant Manager (HR), Indian Institute Of Corporate Affairs, Plot no.,6,7,8, Sector-5, IMT Manesar, Distt. Gurgaon, Haryana-122051.

4. **Location of Location of Post:** IICA, Manesar, Gurgaon.

(Administrative Officer)  
IICA

**Annexure-I**

**Details of Eligibility Conditions:**

**I) Professor in the School of Corporate Governance & Public policy: 1 Post**

*(Direct Recruitment failing which by deputation/Short term contract/transfer)*

(1) Scale of Pay: Pay Band 4 (Rs. 37400-67000) plus grade pay of Rs. 10,000.

**(2) Eligibility Conditions:**

**Age Limit** : 45-65 years of age

i) Educational Qualification:

a) PhD. with 55% marks in the preceding degree or equivalent in the relevant field

ii) Experience:

a) 10 years' experience in teaching at Graduate/Post Graduate **OR** in Industry in the relevant field **or** related discipline

b) Publication of research papers in National or International journals and experience of conducting sponsored research projects/training programs.

**II. Head of Centre in the Centre for Responsible Corporate Governance: 1 Post**  
*(Deputation/ contract/Direct Recruitment)*

**On Deputation Basis:**

Scale of Pay: Pay Band- 4 (Rs. 37400-67000) plus grade pay of Rs. 8700.

Or

**On Tenure Track Contract Basis:**

Tenure track Contractual basis on fixed monthly emoluments, extendable on year to year basis subject to a maximum of 3 years, which will be followed by regular appointment after successful completion of the period of contract.

**Details of Eligibility Conditions:**

(1) Age Limit : Maximum upto 56 years of age

(2) Eligibility Conditions:

(i) Post Graduate in relevant field with at least 10 years experience

(ii) Officers holding analogous posts;

OR

Who have completed 5 years of service in the Grade Pay of Rs. 7,600

OR

10 years of service in the Grade Pay of Rs. 6,600

AND

Possess adequate experience in relevant field

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

**Annexure-II**

**Format of the application for various Posts in Indian Institute of Corporate Affairs**

1. Name of the candidate

2. Post applied for :

3. Type of mode of selection applied for:  
***(Deputation/ Contract/Direct)***

4. Date of birth :

5. a) Academic Qualifications ***(attach a separate sheet; applicable only in case of Academic Staff)***

6.

(Mention the degree, University, class/ division/ marks starting from high school Chronologically)

<b><i>Examination</i></b>	<b><i>School/College</i></b>	<b><i>Board/University</i></b>	<b><i>Percentage of Marks</i></b>

b). Professional membership, if any

1.

2.

3.

c) Level of Understanding of fundamentals of the Subject:

*Excellent/Very good/Good/Average*

7. List of Publications

*(Publications in newspapers and popular magazines will not be considered)*

Peer-reviewed international journals

Peer-reviewed national journals      Chapters in books

Books

8. Experience *(attach a separate sheet, starting chronologically s from the last job)*

**a) Academic experience (applicable in case of Academic Staff)**

Name of the Institution/ organization	Duration		Designation	Full time/ part time
	From	To		

9. Industry/ Professional experience

Name of the Institution/ organization	Duration		Designation	Full time/ part time
	From	To		

10. Any additional information may be provided in a separate sheet

11. (i) Present post held:

(ii) Scale of pay:

(iii) Present pay:

(iv) Date from which held:

(v) Date of retirement under the rules:

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

13. (i) Present postal address with Pin Code Number:

(ii) Telephone No. .... (Off.) Residence ..... Mobile.....

e-mail:.....

Signature of the Candidate

The above entries have been verified from the records available in this office and are found to be correct. *(Applicable In respect of those who are presently in Govt. Service, Semi-Govt., Autonomous Body, PSU etc.)*

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of Office \_\_\_\_\_

Various certificates required to be enclosed separately along with the Application of candidate who applies for Deputation/ Direct Recruitment/ Contract basis]

### **Integrity Certificate**

After scrutinizing Annual Confidential Reports of Dr. /Shri/Smt. /Ms. \_\_\_\_\_ who has applied for the post of \_\_\_\_\_ on Deputation/ Direct Recruitment/ Contract basis in IICA, it is certified that his/ her integrity is beyond doubt.

(To be signed by the Officer of the level 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 .....on Deputation/ Direct Recruitment/ Contract basis in IICA.

[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 .....on Deputation/ Direct Recruitment/ Contract basis in IICA during the last ten years.

[Authorised signatory]

Name & Office Seal.....

Date.....