

Dated-28.07.2026

VACANCY CIRCULAR

1. ABOUT IICA

- 1.1 Indian Institute of Corporate Affairs (IICA), Manesar has been established as an autonomous institution and been registered under the Societies Registration Act, 1860 by Ministry of Corporate Affairs, Government of India with the aim to establish and operate a world class institution dedicated to advancing the field of Corporate Affairs as a holistic, interdisciplinary discipline covering areas such as management, finance, law, governance, sustainability, ethics, technology, and global business, develop a new academic discipline on “Corporate Affairs” and offer courses and training programs to create future ready business leaders, regulators, professionals and entrepreneurs. The Institutes serve as a Government think tank and provides comprehensive advice on corporate laws, policies, governance, regulation and emerging corporate challenges, act as a collaborative platform bringing together government, industry, professionals and other stakeholders to enhance corporate governance, provide high quality research, consultancy and information services to governments and corporate.
- 1.2 IICA provides knowledge and professional training through its five Schools and eleven Centres, covering the entire corporate affairs ecosystem with a focus on specialized areas such as Independent Directors, Corporate Social Responsibility (CSR), Business and Human Rights, MSMEs, valuation and financial reporting, insolvency and bankruptcy, competition law, market regulation, corporate governance and investor protection. The Institute also provides in service training for Central Services officers and builds the capacity of public and private sector executives and board leaders in these areas.
- 1.3 The IICA Campus is spread across a sprawling 14acres and has state-of-the art infrastructure. The campus has residential blocks, hostel facilities for staff and students, recreational centre, a well stocked library, an in-house auditorium and an efficient knowledge management system.
- 1.4 IICA hereby invites applications from the interested and eligible candidates to fill the following positions on purely contractual basis:

Sl. No.	Name of Post	Division	Monthly consolidated pay)	No. of positions
1	HR Officer	Human Resource Division	Rs. 1.50 Lakh	01
2	Senior Consultant-Finance	Finance Division	Rs. 75,000/-	03

2. SUBMISSION OF APPLICATIONS:

- 2.1 Candidates desirous of applying for the aforementioned positions are advised to satisfy themselves that they fulfill the educational qualifications and experience criteria prescribed for the post/(s) against which they intend to apply.
- 2.2 Please read carefully the detailed instructions appended to this vacancy notification. Interested and eligible candidates apply through the following links :

Sl. No.	Name of post	Application link
1	Human Resource Officer	https://forms.gle/MvoUS9KAXzik7Rea9
2	Senior Consultant, Finance	https://forms.gle/Xyfc8hJqGtb3BC7N9

Last Date of Application: 18.08.2026

- 2.1 Before filling in the application form, the candidate must be sure of fulfilling the eligibility criteria with respect to age, educational qualifications and experience etc. for the post being applied for. His/ her candidature shall stand cancelled in case the candidate does not fulfill the eligibility criteria and/or has furnished incorrect/false information/certificate/documents or has suppressed any material fact/(s).
- 2.2 The institute will communicate only with shortlisted candidates. The shortlisted candidates would be called for making presentation and/or interview before the duly constituted selection committee which shall be held at IICA Campus, Manesar or through video conference on a date/time which will be communicated separately.
- 2.3 Candidates should clearly note that the IICA will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. **The** applications received after the prescribed last date/time will **NOT** be entertained under any circumstances and all such applications will be summarily rejected. Candidates should, therefore, send their application/(s) so as to reach IICA's on or before the prescribed last date/time.
- 2.4 Any dispute arising out of this recruitment process shall be subject to the sole jurisdiction of the Courts in Haryana.

3. COMPENSATION

The selected candidate shall be paid a monthly consolidated pay as indicated hereinabove. No other allowances or benefits like Dearness Allowance, Transport Allowance, House Rent Allowance, Leave Travel Concession (LTC), medical facilities and other compensation packages shall be admissible.

4. LEAVES

Leave shall be granted as per policy of the Institute

5. METHOD OF SELECTION

- 5.1 All applications received up to due date/time will be screened with reference to the minimum educational qualifications and experience criteria prescribed for the position/(s) and only shortlisted candidates would be called for making presentation and/or interview before the duly constituted selection committee on a date/time which shall be communicated separately. The

Institute reserves the right to devise its criteria for short listing of candidates for all the positions advertised. The duly constituted Selection Committee will shortlist the candidates adopting such criteria. Candidates are advised to mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, and ensure that all details are complete, accurate and correct.

- 5.2 Decision of IICA in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of test/examination/interview, will be final and binding on the candidates.

Sd/-
Assistant Manager (HR)

Details of Vacancy and Eligibility Conditions applicable, etc.**A. Human Resource Officer**

S. No	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Human Resource Officer
2.	No. of position/(s)	:	01 (One)
3.	Monthly consolidated remuneration	:	Rs. 1,50,000/-
4.	Mode of Recruitment	:	Purely Contract
5.	Maximum age limit (As on closing date)	:	Upto 63 years as on date of closing date of advertisement. However, condition may be relaxed in case of exceptional candidate.
6.	Educational Qualifications & Experience required	:	Bachelors' degree in any discipline with MBA in Human Resource Management. A minimum of 8 years' experience in Human Resource Management as per details indicated above, including experience in a managerial capacity in Government and/or private sector organizations
7.	Job Responsibilities	:	• Assessing manpower requirements • Job analysis and role design • Planning and organizational structuring • Sourcing candidates through various methods of recruitment, including social media platforms. • Screening, interviewing and selection • New employee orientation and induction programs • Documentation and joining formalities • Identifying training needs, if required • Coordination for internal and external training programs • Leadership and skill development initiatives • Designing and administering performance appraisal systems • Goal setting and KPI management • Performance feedback and improvement plans • Handling employee grievances and disciplinary matters • Employee engagement initiatives • Workplace communication and culture building • Drafting and implementing HR policies • Career development planning • Retention strategies • Exit interviews and attrition analysis • HRMIS management • Attendance, leave and records management • Employee data and reporting • Employer branding initiatives

B. Senior Consultant-Finance Division

S. No	Brief Heading	:	Details of the requirement / contents for the Brief Heading
1.	Nomenclature of Position	:	Senior Consultant-Finance Division
2.	No. of position/(s)	:	03 (Three)
3.	Monthly consolidated remuneration	:	Rs. 75,000/-
4.	Mode of Recruitment	:	Purely Contract
5.	Maximum age limit (As on closing date)	:	Upto 63 years as on date of closing date of advertisement. However, condition may be relaxed in case of exceptional candidate.
6.	Educational Qualifications & Experience required	:	• CA/CMA Qualified with minimum 03 years of relevant experience as per the prescribed Job Description; or • CA/CMA (Intermediate) Qualified with minimum 05 years of relevant experience as per the prescribed Job Description; or • B.Com Graduate with minimum 08 years of relevant experience as per the prescribed Job Description.
7.	Job Responsibilities	:	The individual should possess experience in: • Preparation and finalization of financial statements. • Finalization of accounts. • Handling statutory and internal audits. • Preparation of MIS reports. • Filing of GST and TDS returns. • Preparation of various reconciliations, including Form 26AS and Bank Reconciliation Statements (BRS). • Working knowledge of Tally ERP 9 and other accounting software. • Examination of financial proposals keeping in view of IICA's accounting system/ General Financial Rules • Sound knowledge of Accounting Standards and other applicable financial laws and regulations. • Working knowledge of the Public Financial Management System (PFMS). • Experience in the overall management of Books of Accounts at a managerial/supervisory level.

INSTRUCTIONS AND GUIDELINES TO CANDIDATES

1. CITIZENSHIP: Applicant must be an Indian Citizen.

2. MINIMUM EDUCATIONAL QUALIFICATIONS: All applicants must fulfill the essential minimum educational qualifications required for the post and other conditions as stipulated in **Annexure-I** and **Annexure-II** of this vacancy circular. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the posts applied for.

Note I: The prescribed essential qualifications are the minimum and mere possession of the same does not entitle the candidates to be called for the presentation and/or Interview.

Note II: The candidate should mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach self attested copies of the Certificates including mark sheets in support thereof.

Note III: In support of Educational Qualifications, mere submission of the mark sheets alone in lieu of Degree/Diploma/Certificates will not be accepted by the IICA.

Note IV: The provisional claim whatsoever in regard to eligibility criteria for the post/(s) will not be accepted by the IICA.

Note V: The crucial date of determining the eligibility, educational qualifications, experience and age limit prescribed for the various positions mentioned in Annexure-I shall be the last date prescribed for submission of applications in this vacancy notice.

3. CERTIFICATE/(S) TO BE ATTACHED:

Candidates should note that they should attach with their application self- attested copies of the following documents:

- (i) Matriculation or equivalent certificate in support of their declaration of age;
- (ii) Degree or Diploma Certificate or other certificate including mark-sheets in support of their educational qualifications;
- (iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated;
- (iv) Certificate/(s) from the Head/(s) of Organization/(s)/Department/(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay, as the case may be. The certificate/(s) should also mention the nature of duties performed/experience obtained in the post/(s) with duration/(s). These certificates should be issued on Letter Head and duly stamped by the Competent Authority.

NOTE:

- I. ORIGINAL CERTIFICATE/(S) SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF PRESENTATION AND/OR INTERVIEW.**

- II.** Candidate should note that the date of birth only as recorded in the Matriculation, Higher Secondary Examination Certificate or an equivalent certificate will be accepted by the IICA and no subsequent request for its change will be considered or granted.
- III.** If copies of the above certificates are not received with the application, it will be rejected and no appeal against its rejection will be entertained.

4. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates must not furnish any particulars that are false or suppresses any material information in filling up the application form. Candidates must also not furnish the certificate(s)/document(s) having any correction or alteration or any tampering in a document or its attested copy submitted by them. If there is any inconsistency between two or more documents or their attested copies, an explanation regarding such inconsistency should be submitted.

5. OTHER INFORMATION / INSTRUCTIONS:

- (ii) No TA/DA shall be permissible to attend the interview.
- (iii) Candidates must be of sound health. If selected, they will have to undergo such medical examination and satisfy such medical authority , if required.
- (iv) 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 depending on performance and requirement.
- (v) 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.
- (vi) Initial engagement period of the selected candidates may be curtailed or enhanced with the approval of the Competent Authority at the time of issuing the offer of engagement.
- (vii) The contract can be terminated by either side by giving notice for a period of two months or two month's consolidated emoluments in lieu thereof.
- (viii) The Consultant shall not be permitted to apply for any position internally or outside IICA till his/her contract is valid or before 02 years of joining to the existing position (in case the contract has provision for extension after one year of initial engagement) whichever is later. In case consultant wishes to apply internally for another position, he/she will be required to terminate the present contract with IICA.
- (ix) Selected candidates shall be required to sign a contract with IICA and join the duties immediately.
- (x) The increment will be as per Policy of the Institute.
- (xi) No interim correspondence or personal enquiries shall be entertained by the Institute. The IICA, on conclusion of recruitment process, will publish the final results on its web-site. IICA will, therefore, not entertain any query regarding recruitment/selection process in the intervening period. Further, IICA will not enter into any correspondence with the candidates about reasons for their non-selection.
- (xii) Canvassing in any form will disqualify the candidate.
