



Indian Institute of
Corporate Affairs

Partners in Knowledge. Governance. Transformation.

Indian Institute of Corporate Affairs,
(Ministry of Corporate Affairs)
Plot No.6, 7 & 8, Sector-5,
IMT Manesar, District-Gurugram
PIN-121 052 (Haryana)
Tele: 0124-264 0000; Fax: 0124-2291036

FILLING UP OF ACADEMIC POSITIONS ON DEPUTATION/CONTRACT/ DIRECT RECRUITMENT BASIS IN IICA

Indian Institute of Corporate Affairs (IICA), Manesar has been established as an autonomous institution and been registered under the Societies Registration Act, 1860 (21 of 1860) by Ministry of Corporate Affairs (Government of India). The institute campus, spread across a sprawling 14-acres, has state-of-the art infrastructure. Its main building is eight stories high and is eco-sensitive. 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. The IICA proposes to fill up the post of Centre Head in Institutional Partnership & Corporate Communication from amongst outstanding and competent scholars/researchers.

POSITION AVAILABLE & OTHER DETAILS:

Brief details containing number of posts, pay-scales, reservations applicable etc. for the posts proposed to be filled are as given below:

| S. No. | Name & No. of Posts | Pay Level in Pay Matrix (Pre-revised Scale) | No. of Posts | No. of posts reserved |
|--------|---------------------|---|--------------|-----------------------|
| 1. | Centre Head | Level-13 [Rs.1,23,100-2,15,900] [PB-4, Rs.37400-67000 + Grade Pay Rs.8700 (pre-revised)] | 1 | UR-01 |

SUBMISSION OF APPLICATIONS:

Candidates desirous of applying for the aforementioned positions on Deputation/ Contract Basis 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.

- Please read carefully the detailed instructions appended to this vacancy notification.
- The applications in the prescribed proforma along with requisite documents should reach " **Chief Administrative Officer, Indian Institute of Corporate Affairs**, Plot No. 6,7& 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122052 [E-mail: hr@iica.in] by 06.09.2019 [Friday] till 6.00 P.M. positively.
The applications received after the closing date/time shall not be entertained.

“Invitation of Applications”

1. Introduction

Indian Institute of Corporate Affairs (IICA) is looking for filling up of position of Centre Head in the Centre for Institutional Partnership & Corporate Communication located in the institute on Deputation/Contract Basis.

2. About Indian Institute of Corporate Affairs (IICA)

Indian Institute of Corporate Affairs (IICA) located at Manesar, District-Gurugram, Haryana has been established as an autonomous institution by Ministry of Corporate Affairs (Government of India) and been registered under the Societies Registration Act, 1860(21 of 1860). It acts as a think tank and a Centre of Excellence to support the growth of corporate sector in India through an integrated and multi-disciplinary approach. The Institute, through its various centres, schools and foundations, offers capacity building and advisory solutions to Central/State Governments, Statutory Authorities, Public Sector Undertakings (PSUs) and private corporates. To know more about IICA, please visit our website at www.iica.nic.in.

3. Our Requirement

IICA works to deliver opportunities for research, education and advocacy. It is also a think tank that curates a repository of data and knowledge for policy makers, regulators as well as other stakeholders working in the domain of corporate affairs. Set up as the premier institution that aims at providing astute and credible intellectual leadership in corporate regulation, governance and running sustainable businesses, IICA is a think-tank, capacity building and service delivery institute. Its work enables corporate growth, reforms and regulation through synergized knowledge management, and global partnerships thus offering real-time solutions. IICA propels knowledge and training through its network of schools and centers. It has six schools and six hubs of excellence carrying this vision forward. Key activities carried out by IICA include induction and in-service training to Indian Corporate Law Service (ICLS) officers, capacity-building and training programmes, policy advisory functions, public outreach and stakeholder consultations through seminars, conferences and forums. In above backdrop, IICA is looking for bright and young Indian scholars with an ability and aptitude for teaching, research, conducting programmes and handling projects entrusted from time to time. The institute offers young scholars a professional environment to groom their knowledge and aptitude.

4. Compensation Package

In addition to the pay, as per pay matrix as indicated against each post at **Annexure-I (A)**, benefits like Dearness Allowance, Transport Allowance, Accommodation as per rules or House Rent Allowance in lieu thereof, Leave Travel Concession (LTC), medical facilities and other compensation packages are also available as admissible to the employees of the IICA.

5. Positions available and other details

Details of the openings available, including pay-scales, minimum educational qualifications and experience required, number of posts, reservation applicable etc. are given at **Annexure-I (A)**. However, the number of vacancy is subject to change and the IICA, at its discretion, may or may not fill up the post.

6. Submission of applications

The candidates are advised to go through the detailed instructions and guidelines at **Annexure-II** before filling up the application form in prescribed format given at **Annexure-III**. The post indicated in this advertisement are also suitable for the Persons with Disability (PwD) in terms of notification dated 31.05.2001 of Ministry of Social Justice and Empowerment and in case applications from such candidates are received, the same will also be considered. The application form, complete in all respects, along with the requisite documents should reach "**Chief Administrative Officer, Indian Institute of Corporate Affairs**, Plot No.6,7 & 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122052 [E-mail: hr@iica.in] positively by 06.09.2019 [Friday] till 6.00 P.M.

7. Method of Selection

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.

7.1 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.

(Rajesh Kumar Singh)
Chief Administrative Officer

ANNEXURE-I (A)Details of Vacancies, Eligibility Conditions, Reservations applicable etc.**A. Centre Head [Institutional Partnership & Corporate Communication]**

| S. No. | Brief Heading | : | Details of the requirement / contents for the Brief Heading |
|---------------|--|----------|---|
| 1. | Nomenclature of Position | : | Centre Head [Institutional Partnership & Corporate Communication] |
| 2. | No. of position/(s) & Reservation | : | 01 (One) [Un-reserved] |
| 3. | Scale of Pay/Pay Matrix/ Consolidated remuneration/fee | : | Academic Pay Level - 13 [Rs.1,23,100-2,15,900] UGC Norms [Pre-revised PB-4, Rs.37400-67000 + Grade Pay Rs.8700] |
| 4. | Mode of Recruitment | : | Deputation/Contract |
| 5. | Educational Qualifications & Experience required | : | |
| | <i>Contract basis</i> | - | Post-Graduate in relevant field with at least 10 years' experience. |
| | <i>Deputation</i> | - | Officers holding analogous' posts; or who have completed 5 years of service in the Grade pay of Rs.7600 or 10 years of service in the Grade pay of Rs.6600 and possess adequate experience in relevant field. |
| 6. | Maximum age limit (As on closing date) | : | Deputation - 56 years |
| 7. | Brief description of the functions of Centre Head | : | The Head of Department of Institutional Partnerships and Corporate Communications (IP&CC) is responsible for leading the strategic partnerships and communications efforts of the Indian Institute of Corporate Affairs by creating and implementing a comprehensive engagement strategy (internal and external) for the institute that includes website presence, media/press and stakeholder outreach, event planning, publications production, marketing and other measures as necessary. The incumbent will be responsible for setting the IP&CC priorities for innovative approaches to communications and leverages traditional and new media opportunities. He/She will be responsible for promoting IICA, activities of our Schools and Centres, and research to external stakeholders in coordination with other IICA staff and contractors involved in communications activities. |
| 8. | Responsibilities | | Branding, Media Strategy & Media Relations (30%) <ul style="list-style-type: none"> • Coordinate and implement media outreach strategies to elevate the work, impact, and brand of the Indian Institute of Corporate Affairs • Use knowledge of current events and IICA |

| | | |
|--|--|--|
| | | <p>interventions to connect IICA officers and senior researchers to priority media audiences and elevate the portfolio's work</p> <ul style="list-style-type: none"> • Write press releases, draft key messaging, talking points and other materials used for public dissemination • Advise on IICA publication mediums, including storyboarding videos, Info graphics, data visualizations, and social media. • Maintain media databases, and track media outreach efforts • Produce and disseminate relevant institutional updates, media clips and programme reports to internal audience. <p>Partnership Development and Engagement (30%)</p> <ul style="list-style-type: none"> • Identify opportunities and coordinate proposals for new work (including responses to tenders), working with IICA Officers and Project Leads to ensure quality, consistency and fundability. • Develop, maintain and coordinate our relationships with current and future partners. • Develop new partnership agreements and review and negotiate continuing agreements with current project/programme partners • Develop procedures and standards for use internally that ensures value for money in (sub) contracting and partnership arrangements. • Develop and maintain a relationships database, including prioritizing who to approach, and updating it with latest interactions. • Provide assistance, support and guidance on all contracting issues within projects. <p>Social Media Management and Digital Marketing (20%)</p> <ul style="list-style-type: none"> • Design and implement engaging digital campaign strategy for IICA activities and outputs. • Plan and prepare campaign guidance memos for major releases and events in consultation with IICA Schools/Centres. • Coordinate and/or assist with School/Centre social media presence • Consolidate, update and structure in-house email marketing databases for improved automation and targeted communications. • Use knowledge of current events and the program's research to connect School/Centre's and their work to timely and/or trending topics on social media • Amplify social media presence of IICA and its verticals and ensure IICA communications efforts reaches target audiences • Regularly analyze and report on IICA communications performance on social media and website analytics. <p>Program support and In-house capacity development (20%)</p> <ul style="list-style-type: none"> • Develop standards and guidelines for IICA publications |
|--|--|--|

| | | |
|--|--|---|
| | | <p>and support copy editing efforts for in-house publications based on international style guides (AP stylebook)</p> <ul style="list-style-type: none"> • Advocate for adherence to established writing style guide and standards with colleagues • Support the management of IICA publication calendar and project pipeline • Advice on IICA’s written communications to key audiences, including pitches to media, government, and private stakeholders. • Draft background briefings, internal reports, and other written materials for internal audiences • Assist with the orientation programme for newly inducted officers and research staff. • Develop in-house policy towards attracting and retaining specialized professionals in the gig economy. <p>Knowledge/Skills Requirements</p> <ul style="list-style-type: none"> • Ability to foster creative ideas to help increase media coverage and create new opportunities for outreach and dissemination of IICA project and policy initiatives, capacity building programmes and research. • Strong writing and editing skills. • Ability to understand and accurately summarize public policy research, including breaking down data. • Can determine newsworthiness of key research and is able to track and respond to broad trends in media coverage. • Good organizational skills and strong interpersonal skills; and comfort working within a small team (3 member team). • High initiative, discretion, poise, mature judgment, team player and articulate. • Attention to detail, and strong multi-tasking skills. • Ability to work in a fast-paced environment and meet tight deadlines. • Project management skills and ability to think critically about long-term operations and goals. |
|--|--|---|



INSTRUCTIONS AND GUIDELINES TO CANDIDATES

1. CITIZENSHIP: Applicant must be an Indian Citizen.

2. AGE LIMIT: The age limit of the posts has been given in Annexure-I (A) of the document “**Invitation of applications**” on previous pages. For certain age relaxation admissible to various categories, please go through instruction No.5 below.

3. MINIMUM EDUCATIONAL QUALIFICATIONS: All applicants must fulfill the essential minimum educational qualifications required for the post and other conditions as stipulated in Annexure-I (A) of this vacancy Notice. 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 (A) shall be the last date prescribed for submission of applications in this vacancy notice.

Note VI: Only post qualification (as prescribed) experience would be taken as relevant experience indicated in Annexure-I (A).

4. AGE RELAXATION:

In accordance with the extant instructions and orders issued by the Govt. of India from time to time, the upper age limit is relaxable in the following cases:

- i) **5 years** for persons belonging to Scheduled Castes/ Scheduled Tribes in respect of the posts reserved for them.
- ii) **3 years** for person belonging to Other Backward Classes (OBC) in respect of the posts reserved for them.

- iii) **10 years** for Differently Abled Persons (15 years for SC/ST candidates and 13 years for OBC candidates).

5. DEPUTATION AND TERMS & CONDITIONS:

Candidates who are already working in Central/State Governments, Statutory/Autonomous Bodies, Universities, Public Sector Undertakings, Semi-government Bodies etc. can also apply on deputation/deputation on foreign service terms. The terms and conditions of deputation/deputation on foreign-service terms including upper age limit in such cases for deputation shall be governed by Department of Personnel & Training (DoPT) O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended/clarified from time to time.

6. HOW TO APPLY

Candidates must carefully read the instructions and apply only in the prescribed Application Format given at **Annexure-III**, which can also be downloaded from the website of IICA at www.iica.nic.in.

- ii) The application should be submitted strictly in accordance with the prescribed format. Any alternations/cuttings/over-writing should be duly countersigned by the Candidate.
- iii) 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).
- iv) 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/New Delhi on a date/time which will be communicated separately.
- v) The applications, complete in all aspects must reach the **“Chief Administrative Officer, Indian Institute of Corporate Affairs, Plot No.6,7 & 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122 052** on or before the prescribed closing date. The applications received after last date/time prescribed shall not be entertained.

Note I: 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.

Note II: Candidates can also deliver their application/(s) in person at the Reception of Indian Institute of Corporate Affairs (IICA), Plot No.6,7 & 8, Sector-5, IMT Manesar, District-Gurugram (Haryana), PIN-122052 under proper acknowledgement.

Note III: Applications received through couriers or courier services of any type shall be treated as having been received 'BY HAND' at the IICA's Reception.

- vi) Candidates are requested to super scribe the words "**APPLICATION(S) FOR THE POST OF _____**" on the top of the Envelope while sending the application.
- vii) Any dispute arising out of this recruitment process shall be subject to the sole jurisdiction of the Courts in Haryana.

7. 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.
- (v) A candidate belonging to Scheduled Castes or Scheduled Tribes has to submit an attested copy of a certificate in the prescribed form issued by the Competent Authority in support of his/her claim.
- (vii) A candidate who claims to belong to one of the Other Backward Classes has to submit in support of his/her claim an attested copy of a valid certificate in the prescribed form issued by the competent authority specified by the Govt. in their O.M. No. 36012/22/93-Estt. (SC) dated 22.10.93. OBC Certificate should have been issued not earlier than one year of the date of determining the eligibility. Candidate

seeking reservation as OBC has to submit a declaration in the prescribed format that he/she does not belong to the creamy layer as on last date for submission of the application, in addition to the community certificate (OBC).

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.

8. 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.

9. OTHER INFORMATION/INSTRUCTIONS:

(i) Candidates must present themselves at such place, as may be fixed by the Commission for presentation and/or personal interview as and when required. The IICA does not defray payment of any expenses by the candidates called for presentation and/or interview except AC-III fare in mail/express trains by the shortest route to the place of interview from the Railway Station nearest to the normal place of residence of the candidate or from which he/she will actually perform the journey or the amount of fare actually incurred by the candidate, whichever is less. Details of such expenses may be furnished at the time of interview for reimbursement.

(ii) Candidates who intend to apply against any post on deputation/ deputation on foreign service terms should get their applications forwarded **through Proper Channel** salongwith attested copies of ACRs/APARs of the last 5 years (duly attested by an authority not below the rank of Under Secretary to the Government of India) with following certificates in prescribed format at **Annexure-V**:

- (a) Vigilance Clearance;
- (b) Certificate that no Minor/Major penalty has been imposed;
- (c) Integrity Certificate (duly attested by Administration Authority);
- (d) Cadre Clearance.

(iii) Candidates must be of sound health. If selected, they will have to undergo such medical examination and satisfy such medical authority as the IICA may require.

(v) Appointment of finally selected candidates would be subject to satisfactory report about his/her Character and Antecedents by the District/Police authorities, verification of caste/tribe and class certificate, wherever applicable, and completion of other pre-recruitment formalities to the complete satisfaction of the IICA.

(vi) 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.

(vii) Canvassing in any form will disqualify the candidate.

Annexure-III



Indian Institute of Corporate Affairs,
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Plot No.6, 7 & 8, Sector-5,
IMT Manesar, District-Gurugram
PIN-121 052 (Haryana)
Tele: 124-264 0000 Fax:124-2291036

APPLICATION FORM

NAME OF THE POST APPLIED FOR: _____

The Application form should be filled in by the candidate in his/her own hand writing neatly and legibly in **BLOCK CAPITALS** only. Separate sheets may be attached wherever the space in a column is found inadequate.

Note: A. Attach separate sheets in case of insufficient space in any column

B. Attach only copies of the qualifying degree(s)/certificates

Photograph
of the
candidate
(self attested)
3cm. × 5 cm.

1. Candidate's Name: _____
(In BLOCK LETTERS)
2. Father's/Husband's name _____
3. Date of Birth (DD/MM/YYYY): _____
4. Age as on (Closing Date) :(Years) _____ (Months) _____ (Days) _____
5. Nationality: _____
6. (a) Category (Please Tick) : UR/SC/ST/OBC
(b) Do you wish to avail the benefit of reservation: Yes/No
(c) If yes, please enclose attested copy of a certificate in support thereof.
7. Marital Status: _____
8. Sex (Male/Female): _____
9. Permanent residential: _____
Address _____

- District _____ State _____
- PIN _____

10. Address for correspondence: _____

District _____ State _____

PIN _____

11. (a) Telephone No. (With STD Code): _____

(b) Mobile No.: _____

(c) Fax No. (With STD Code): _____
 (If any)

12. E-Mail address: _____

13. (a) Present Employer : _____

(b) Status of Present employer:

- (i) Central Government
- (ii) State Government
- (iii) Autonomous Organization
- (iv) Public Sector Undertaking (PSU)
- (v) Others

(c) Present post held _____

(d) Complete postal address of employer _____

14. Educational Qualifications (From matriculation onwards):

| S. No. | Examination & School/College/Institute | University/ Board | Year of Passing | Division/ Grade | Percentage of marks | Subject (s) |
|--------|--|-------------------|-----------------|-----------------|---------------------|-------------|
| | | | | | | |
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| | | | | | | |
| | | | | | | |

(Attach a separate sheet if required)

15. Membership in Professional bodies (If any): _____

16. Details of publications [Peer reviewed national and international journals, Chapters in Books, Books] of the candidate [*Publications in newspapers and popular magazines will not be considered*]

| S. No. | Title of the paper/ book | Year of publication | Details of Publication | Details of co-author/s, if any | Subjects |
|--------|--------------------------|---------------------|------------------------|--------------------------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

17. Academic Experience (In chronological order)

| S. No | Name of the Institution/ Organization | Post held | Pay Scale | Nature of appointment (permanent/ ad-hoc/ temporary) | Period | | Nature of work | Last Basic Pay (in Rs.) | Reason/ (s) for leaving |
|----------------------------------|---------------------------------------|-----------|-----------|--|----------------------------------|----|----------------|-------------------------|-------------------------|
| | | | | | Form | To | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Total Academic Experience | | | | | YearsMonths.... | | | | |

(Attach a separate sheet if required)

18. Industry/ Professional experience

| S. No. | Name of the Institution/ Organization | Period | | Designation | Fulltime/Part-time | Reason/ (s) for leaving |
|---|---------------------------------------|-----------------------------------|----|-------------|--------------------|-------------------------|
| | | Form | To | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Industry/Professional Experience | | Years..... Months..... | | | | |

(Attach a separate sheet if required)

19. Details of Training, Seminar/Workshop, if any, attended by the candidate

| S. | Details of Seminar/ | Duration | Organized by | Candidate's contribution |
|----|---------------------|----------|--------------|--------------------------|
| | | | | |

| No. | workshop | From | To | | |
|-----|----------|------|----|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

20. Details of the present post held [To be filled by candidates applying on deputation basis]

(i) Present post held :

(ii) Full scale of pay :

(iii) Present pay :

(iv) Date from which held :

(v) Date of retirement under the applicable rules:

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

21. (a) Language(s) known : (i) _____ (ii) _____ (iii) _____

(b) Proficiency : (i) Read/Write/Speak (ii) Read/Write/Speak (iii) Read/ Write/ Speak

22. Achievement (s)/ Award(s): _____

23. Extra-curricular activities: _____

24. Hobbies: _____

25. Any other information: _____

26. Name and address with telephone numbers of two references
(other than relatives)

1.

2.

27. Please enclose a write-up justifying your suitability for the post you have applied (in not more than 200 words, preferably in bullets).

28. I, do hereby declare that-

- i. In view of the information submitted above, I am eligible for the post applied for.
- ii. I have never been punished or been convicted by any Court of Law for any offence.
- iii. There are no criminal proceedings contemplated / pending against me.
- iv. I have never been punished / debarred by any Central / State Government, Statutory / Autonomous Body and the IICA in past for appearing in any examination.
- v. All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment/selection forfeited. I have carefully read the instructions and guidelines issued for the candidates.

Date:

Place:



Signature of the candidate

Annexure-IV

Note: Candidates already employed in Central/State Governments, Autonomous Bodies, PSUs etc. must submit the following certificate, duly signed by their employer agreeing to release them in case finally selected in the IICA, at the time of presentation and/or interview.

CERTIFICATE FROM EMPLOYER

- i) Certified that Shri/Ms. _____ holds a permanent/temporary post of _____ under the Government/Organization since_____.
- ii) Certified also that he/she has submitted his/her application to this department/office on _____ and his/her pay is _____.
- iii) Certified also that Shri/Ms. _____ will be released immediately in case of his/her selection in the IICA.
- iv) The information given by Shri/Ms. _____ in the application form has been verified with reference to his/her service record and is found correct.
- v) No disciplinary case is either pending or being contemplated against Shri/Ms_____.

Date:

Signature of the Head of the
Office/Head of Department with
official Seal

Place:

**Certification by the Employer/Cadre Controlling
Authority**

(Applicable in respect of those who are presently working in Govt. Service, Semi-Govt., Autonomous Body, PSU etc. and applying on deputation basis)

CERTIFICATE FROM EMPLOYER

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt. _____.
- (ii) His / Her integrity is certified.
- (iii) His/ Her CR Dossiers in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No Major / Minor penalty has been imposed on him / her during the last 10 years ORA list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed, as the case maybe.

Date:

Signature of the Head of the
Office/Head of Department with
official Seal

Place: