

Recruitment Advertisement for various posts in Indian Corporate Law Service Academy, Ministry of Corporate Affairs on contract basis

Date: 20.05.2020

The Indian Corporate Law Service (ICLS) Academy under Ministry of Corporate Affairs is a Central Training Institute mandated to conduct Professional Course Programme, Mid-Career Training Programmes and other capacity building programmes for the ICLS Officers and its subordinate feeder cadre. The Academy is located in the campus of Indian Institute of Corporate Affairs, Plot 6,7,8, sector 5, IMT Manesar, Gurgaon – 122052.

The Academy is currently in the process of recruiting various positions as mentioned in this advertisement on contractual basis. Following are the instructions to apply for the same.

1. The place of posting of the selected candidates shall be in ICLS Academy, IICA, Plot 6,7,8, Sector 5, IMT Manesar – 122052.
2. Interested candidates may send their CV to recruitment.iclsa@gmail.com with subject titled *“Notice for engaging (name of post) in ICLS Academy.”*
3. Interested candidates must submit their CVs along with attached Proforma.
4. Applications received without Proforma shall be summarily rejected.
5. The last date of application 29th May, 2020 by 5.00 PM.
6. The interview will be tentatively held on 30th of May, 2020 and 31st of May via online mode.. The shortlisted candidates will be personally called/ emailed for interview from the Academy after initial screening of their CV and Proforma.

Sl no	Post	Consolidated fee offered	Qualification	Eligibility criteria	Responsibility
1.	Sr. Consultant (Vacancies: 03)	75,000 P.M	Person having academic knowledge in the field of corporate law/ Accounting with work experience of 3-6 years or more.	Minimum work experience of 3 Years and above	The Senior Consultants shall work under Director, Joint Directors and Deputy Directors of the Academy as assist them in the following tasks: 1. To advise the academy in the areas of course curriculum development of training modules. 2. Helping the Academy in day-to-day administration. 3. Delivering lectures in the concerned subject in which he/she is having specialization to train participants. 4. Course designing for training programmes conducted by ICLS Academy. 5. Conduct periodical Examinations, prepare question papers and evaluation. 6. Coordination of other National Academies and Education institutions for domestic cohort.
2.	Consultant (Vacancies: 03)	50,000 P.M	Person having academic knowledge in the field of corporate law/ Accounting with work experience of 1-3 years or more.	Minimum work experience of 1-3 years.	The Consultant (Research Associate) shall work under Deputy Directors of the Academy and assist them in the following tasks: 1. Value addition in the training modules by giving inputs based on national/international practices in the field of Corporate Law. 2. Study and prepare reports on various developments (amendments) in the area of Corporate Law by including various case laws. 3. To prepare study and course material for participants of the training and having adequate knowledge to deliver lectures. 4. To assist Academy in design and planning of International Attachments and Engagement of Faculties for training programmes

3.	Administrative Officer (Vacancy: 01)	50,000 P.M	Graduation	Minimum work experience of 1- 4 years in the field of Office establishment and HR functions.	The Office Administrator shall report to Deputy Director (Establishment): 1. To oversee the overall functioning of Establishment section. 2. To handle establishment matters relating to all the Training programme. 3. To manage Office stationery and inventory management. 4. To handle logistics. 5. To serve as a point person for OT related issues like accommodation, leave etc
4.	Company Secretary (Trainee) (Vacancies: 04)	20,000 P.M	Must clear CS Executive		The CS Trainee shall work under Joint Director and Deputy Directors of the academy as assist them in the following tasks: 1. Value addition in the training modules by giving inputs based on national/ international practices in the field of corporate law. 2. Study and prepare reports on various developments (amendments) in the area of corporate law by including various case laws. To prepare study and course material for participants of the training and having adequate knowledge to deliver lectures.
5.	Stenographer (Vacancy: 01)	45,000 P.M	Must have Experience of minimum of 2 years and above in the field of stenographer.		1. Computer Typing and drafting letters. 2. Attending phone calls and fix appointments. 3. Checking and replying emails. 4. Any other work assigned from time to time.

6.	Graphic Designer (Vacancy: 01)	35,000 P.M	Must have experience of 1-3 in the field of designing.		To design OJT Manuals, FST Manuals, News letter, Annual year book, Invitations, Banners etc. The applicant must have a very good knowledge of Adobe Photoshop, Adobe Illustrator, Coreldraw etc. graphic softwares
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