

ANNEXURE II

Job description of DG & CEO-IICA

1.	Name & Designation of the post	Director General & Chief Executive Officer
2.	Pay Scale of the post	Rs.80,000/- p.m(Fixed)
3.	Grade/Category of the post	N/A
4.	Scientific/technical or administrative nature of the post.	Administrative
5.	Duties and responsibilities of the post(job description for each position)	The DG & CEO will be responsible for guiding the functioning of the institute so that the mission and vision of IICA are achieved. He would function as Chairman of the Board of Governors. He will also be responsible for coordinating the activities of various Centres and Schools while supervising the proposed Centre of knowledge Management directly. He would be required to develop strategies for achieving excellence in the field of academics, research and training activities of the institute. He would also be responsible for developing and nurturing partnerships with institutes of excellence in the world. He shall be the administrative head of the institute and will steer the overall day-to-day functioning of the institutes towards the objectives decided by the Board of Governors.
6.	Essential and minimum qualifications of the post.	The applicant should be a person of ability, integrity and standing with special knowledge, and experience of at least 15 years , in fields relevant to the Institute, who is either: (i) A person of eminence, with a Masters degree having 15 years of experience in managerial and administrative capacity in Government, public/Private Sector or reputed academic institution; OR (ii) an officer of and organized Group 'A' Service with at least two years service in the HAG of Rs. 67000-79000 or higher grade. Experience in corporate Affairs, or in managing of Academic institutions of reputed is desirable.
7.	Recruitment Rules relevant to the post.	Recruitment rules for the post have been framed by the Ministry.
8.	Mode of filing up the post.	The DG & CEO shall be appointed on the basis of the recommendations of a Search-cum-Selection Committee.