

Recruitment Advertisement

Sl. no	Post	Consolidated fee offered	Qualification	Eligibility criteria	Responsibility
1.	Sr. Consultant (01)	50,000 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 3-6 years.	<p>The senior consultant shall work under Joint Director and Deputy Directors of the academy as assist them in the following tasks:</p> <ol style="list-style-type: none"> 1. To advise the academy in the areas of course curriculum development and training modules. 2. Helping the academy in day-to-day administrations. 3. Delivering lectures in the concerned subject in which he/she is having specialization to train participants. 4. Assist in course designing for training programmes conducted by ICLS Academy. 5. Assist in conducting Examinations, prepare question papers and evaluation. <p>Coordination with other Nation Academies and Education Institutions.</p>
2.	Administrative Officer (01)	30,000 P.M	Graduation	Minimum work experience of 1- 4 years in the field of Office establishment and HR functions.	<p>The office administrator shall report to the deputy director (Establishment):</p> <ol style="list-style-type: none"> 1. To oversee the overall functioning of establishment section. 2. To supervise function of Office Assistants. 3. To manage office stationery and inventory management. 4. To manage logistics. <p>To serve as a point person for OT related issues like accommodation, leave etc.</p>
3.	CS Trainee (02)	20,000 P.M	Must clear CS Executive		<p>The CS Trainee shall work under Joint Director and Deputy Directors of the academy as assist them in the following tasks:</p> <ol style="list-style-type: none"> 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. <p>To prepare study and course material for participants of the training and having adequate knowledge to deliver lectures.</p>

Instructions:

1. The place of posting of the selected candidates shall be in ICLS Academy, IICA, Plot 6,7,8, Sector 5, IMT Manesar – 122050.
2. Interested candidates may send their CV to iclsacademy@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. The last date of application 07th February, 2020 by 5 PM.
5. The interview will be tentatively held on 10th of February, 2020 at 10.00 AM onwards. The shortlisted candidates will be personally called/emailed for interview from the Academy after initial screening of their CV and Proforma.

Paste your latest
photo graph here

PROFORMA

(ALL IN CAPITAL)

1. NAME : _____
2. FATHER'S NAME : _____
3. a) DATE OF BIRTH : _____
b) AGE IN YEARS : _____
4. NATIONALITY : _____
5. MARITAL STATUS : _____
6. a) ADDRESS (PERMANENT) : _____

CITY: _____ PINCODE : _____
b) ADDRESS FOR COMMUNICATION : _____

CITY: _____ PINCODE : _____
7. CONTACT DETAILS RESIDENCE : _____
OFFICE : _____
MOBILE : _____
E-MAILID: _____
8. PERCENTAGE OF MARKS OBTAINED IN CS PROFESSIONAL EXAM: _____
(ATTESTED COPY OF MARKSHEET TO BE ATTACHED)
9. LANGUAGES KNOWN Read _____
Write _____
Speak _____

10. EXPERIENCE IF ANY

: (Starting with the Present Employer. Please indicate career progression within the same institution clearly)

Sr. No	Name of the Organization (Starting with the Present Employer)	From Date	To Date	Posted at	Designation
1					
2					
3					
4					

(Please use separate sheet if required)

I hereby declare that all statements made hereinabove are true, complete and correct and are not false or misleading.

SIGNATURE : _____

NAME : _____

DATE : _____

PLACE : _____

Note : Please note to paste photograph and attach latest salary slip(if employed).