

Walk-in Interview for various posts in Indian Corporate Law

Service Academy, Ministry of Corporate Affairs on contract basis

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.

ICLS Academy invites experienced candidates for walk-in-interviews for various post including (i) Senior Consultant (3) (ii) Consultant (1) (iii) Office Administrator (1) (iv) Stenographer (1) on 20th to 21st day of October 2020 on Contract basis in the Academy. For more details ,please check Annexure “A” annexed with this document.

The position are on rolling basis and will remain open until suitable candidate is shortlisted. Based on the requirement, the positions may increase or decrease.

Note:

1. Candidates shall report the Academy at 09:30 a.m.
2. Candidates should carry 3 copies of C.V along with their respective Mark sheets and 2 passport sized photographs.
3. Candidates who have applied for various post(s) against the recruitment advertisement dated 20th May 2020, may also walk in for the Interview.

For any Queries Please write us at recruitment.iclsa2020@gmail.com

Annexure A

Sl. no	Post	Consolidated fee offered	Qualification	Eligibility criteria	Responsibility
1.	Sr. Consultant (03)	75,000 P.M	(CA/ CS/ LLB) Person having academic knowledge in the field of corporate law with work experience of 3-6 years or more.	Minimum work experience of 3 – 6 years.	The Senior Consultants shall work under Joint Directors and Deputy Directors of the Academy as assist them in the following tasks: <ol style="list-style-type: none">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 (01)	50,000 P.M	(CA/ CS/ LLB) Person having academic knowledge in the field of corporate law with work experience of 1-3 years or more.	Minimum work experience of 1-3 years.	<p>The Consultant (Research Associate) shall work under Deputy Directors of the Academy and 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. 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.	Administra tive Officer (01)	50,000 P.M	Graduation	Minimum work experience of 1- 4 years in the field of Office establishe nt and HR functions.	<p>The Office Administrator shall report to 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.

					<p>4. To manage logistics.</p> <p>5. To serve as a point person for OT related issues like accommodation, leave etc</p>
4.	Stenographer (01)	45,000 P.M	He/ she must be a graduate.	Must have Experience of 1-3 years in the field of stenographer.	<p>1. Computer Typing and drafting letters.</p> <p>2. Attending phone calls and fix appointments.</p> <p>3. Checking and replying emails.</p> <p>4. Any other work assigned from time to time.</p>