

INDIA INTERNATIONAL ARBITRATION CENTRE
Plot No. 06, Institutional Area, Vasant Kunj, New Delhi-110070

No. A-12011/6/2023-Administration(AR)-IIAC

Date: 07.09.2023

RECRUITMENT NOTIFICATION FOR VARIOUS POSTS ON CONTRACTUAL BASIS

INDIA INTERNATIONAL ARBITRATION CENTRE (IIAC), a statutory body established by an Act of Parliament, invites applications from Indian nationals for filling up various posts in IIAC **purely on contractual basis**. The details of the posts, requisite qualification etc. are as under: -

S. No.	Name of the post	Number of Post	Consolidated remuneration (in Rs. per month)	Eligibility criteria
1.	Assistant Registrar (Accounts)	01	85,000/-	Essential: 1. Bachelor's degree in Commerce from a recognized University or Institution. 2. 5 years' experience in handling Accounts in a reputed organization. Desirable: 1. Experience of accounts related work in Central Government or State Government or Courts or Tribunals or Autonomous bodies. 2. Knowledge of Accounting Software. Age limit: Not more than 45 years as on last date of receipt of application. Note: Preference will be given to person having higher qualification and higher experience in the relevant field.
2.	Consultant (PRO); Freelancer	01	Negotiable	Essential: 1. Bachelor's degree in Journalism or Mass Communication from a recognized University or Institution. 2. 3 years' post qualification experience in public relations, Journalism in a reputed organization. Desirable: 1. Experience of working in Central Government or State Government or Courts or Tribunals or Autonomous bodies. 2. Knowledge of Designing Software such as Adobe Illustrator, Canva etc. Note: Preference will be given to person having higher qualification and higher experience in the relevant field.

3.	Executive Assistant (Admin)	01	50,000/-	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized University or Institution. 2. Diploma or Certificate in Computer applications of minimum six months' duration from any Central or State Government Institute or recognized University or Board; and 3. Two years' experience in handling office administration/HR in any reputed organization. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Two years' experience (Regular or Contractual) in the field of administration in the Central Government or State Government department or Autonomous bodies. <p>Age limit: Not more than 40 years as on last date of receipt of application.</p>
4.	Private Secretary (PS) to Registrar/Chair person	01*	50,000/-	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree from a recognized University or Institution. 2. Two years' of experience as Personal Assistant to Registrar/HoD/Director. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Having sufficient shorthand dictation speed and typing speed on computer. <p>Age Limit: Not more than 40 years as on last date of receipt of application.</p>

*No. of post may increase.

2. Application procedure:

- (i) The interested candidate should ascertain their suitability for the post as per the requirements and should possess the minimum essential qualification/experience as prescribed above for each post.
- (ii) Mere possession of the minimum essential requirements does not confer the right to selection to a candidate.
- (iii) The application, complete in all respect along with passport size photograph and self-attested copies of all certificates, marksheets, degree, experience certificates and any other document in support of their claim, may be furnished in the prescribed proforma (Annexure-I) and forwarded by speed post/registered post to the **Registrar, India International Arbitration Centre, Plot No. 6, Institutional Area, Vasant Kunj, New Delhi-110070. The last date of receipt of applications complete in all respects is 22.09.2023.**
- (iv) Applications received after the last date or otherwise found incomplete will not be considered under any circumstances.

3. Procedure for engagement:

- (i) The selection to the above posts will be made on the basis of personal Interview/written test.
- (ii) In case of large number of applications received for any post, candidates will be shortlisted on the basis of shortlisting criteria as may be decided by the IIAC.
- (iii) The date, time and venue of Interview/written test will be intimated subsequently to the shortlisted candidates on the given email ids'.
- (iv) No TA/DA or accommodation will be provided for attending the interview/written test.
- (v) Candidates are advised to fill up the application form carefully and enclose all the requisite documents as mentioned in para 2 of this notice. Incomplete application forms/application form without signature/ without photograph/without attested copies of all documents may be summarily rejected and no enquiry or representation will be entertained in this regard.

4. Terms and conditions of appointment:

- (i) The appointment is purely on **CONTRACT BASIS** initially for a period of 01 year with effect from the date of joining. The contract may be extended by a further period of 01 year at a time depending on the performance of the candidate and requirement of the Centre. If the contract is not extended further, the same will lapse automatically. The appointment can be terminated at any time, on either side, by giving one month's notice or by paying one month's salary without assigning any reason or on failure to complete the period of three months to the satisfaction of the competent authority.
- (ii) No other/additional allowances other than the consolidated remuneration mentioned will be admissible. The appointee shall NOT be entitled to any of the benefits available to other employees of Centre appointed on regular basis.
- (iii) The appointee shall perform the duties as assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
- (iv) The appointee shall not have any right or claim to appointment on regular basis in IIAC on any post.
- (v) The appointee shall be on whole time appointment in the Centre and shall not accept any other assignment paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.

- (vi) If required, the appointee may be subjected to medical examination from the competent medical board for which he/she will have to appear before the designated medical authority.
- (vii) No TA will be admissible for attending the interview/written test and for joining the duties in case of selection.
- (viii) If any declaration given or information furnished by him/her is found to be incorrect/false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from service and also such other action as may be deemed necessary by the competent authority.
- (ix) If any candidate is found canvassing for his/her selection, he/she will be disqualified from the selection process.
- (x) The decision of the competent authority regarding selection of candidate will be final and no representations in this regard will be entertained.
- (xi) Final result will be declared on the website of IAC, New Delhi and selected candidates will be informed through email.
- (xii) The number of posts are provisional and may increase as per the discretion of competent authority. The Centre reserves the right to cancel any or all of the posts advertised without assigning any reasons.
- (xiii) Candidates are advised to regularly visit the website of IAC, New Delhi (www.indiac.org) for updates regarding this recruitment. No separate written communication will be sent to the candidates regarding change in date and time of interview/written exam.

For any queries email at: registrar@indiac.org

Registrar, IAC

ANNEXURE-I

**APPLICATION FOR APPOINTMENT ON CONTRACT BASIS IN THE INDIA INTERNATIONAL
ARBITRATION CENTRE, NEW DELHI
(LAST DATE OF RECEIPT OF APPLICATION: 22.09.2023)**

1.	Post applied for (Please mention name of the post)					
2.	Name of the Candidate(in block letters)					
3.	Gender (Male/Female):				Affix passport size photo graph	
4.	Date of Birth (DD/MM/YYYY):					
5.	Address for correspondence, mobile number and e-mail id					
6.	Educational qualification (High School onwards in chronological order) (Self attested copies of marksheet/certificates/degrees to be enclosed):					
	Examination Passed	University/Board/Institution	Year of Passing	%Marks	Subjects	
8.	Details of employment in chronological order (enclose separate sheet, duly authenticated by your signature, if the space below is insufficient)					
Sr. No.	Organization	Post Held	From	To	Scale of Pay	Nature of Duties
9.	Complete office address along with Telephone number of the present employer					
10.	Nature of the present employment: (Adhoc/Temporary/Quasi-permanent/Permanent)					
11.	Whether Educational and other qualification required for the post are satisfied? (Yes/No)					

12.	If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.	
13.	If applied for more than one post, desired experience for all such posts may be indicated	
14.	Qualification/Experience Required	Qualification/Experience possessed by the candidate
15	Essential	
i)		
ii)		
iii)		
	Desired	
i)		
ii)		
iii)		
15	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient:	

I solemnly affirm that the above details are true and I understand that in the event of any of details mentioned being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date:

Place:

(Signature of the Candidate)

Name:

Contact No.:

Email: