

INDIA INTERNATIONAL ARBITRATION CENTRE

Plot No. 06, Institutional Area, Vasant Kunj,
New Delhi – 110070

No. A-60011/145/2023-Administration-IIAC

Dated: 09.12.2023

RECRUITMENT NOTIFICATION FOR THE POST OF CHIEF EXECUTIVE OFFICER (“CEO”) AT INDIA INTERNATIONAL ARBITRATION CENTRE (“IIAC/CENTRE”) ON DIRECT RECRUITMENT BASIS.

INDIA INTERNATIONAL ARBITRATION CENTRE (“IIAC/Centre”), a statutory body established by an Act of Parliament, invites applications from Indian nationals for filling up the post of Chief Executive Officer (“CEO”) in IIAC **on Direct Recruitment basis**. The details of the post, requisite qualification etc. is as under: -

Sr.	Name of the Post	Number of Post	Level of Pay	Eligibility Criteria
1.	Chief Executive Officer	01	Level-15 (Rs. 182200-224100)	Direct Recruitment Basis (i) Age-limit: Not less than forty-five years; (ii) Possessing a Bachelor’s degree in Law or Management or Economics or Public Administration or any other subject, from a recognised University or Institute and; (iii) Minimum twenty years of post-qualification experience in the field of law; or management or administration or finance, preferably in the field of arbitration.

2. Application procedure

- (i) The interested candidate should ascertain their suitability for the post as per the requirements and should possess the eligibility criteria as prescribed above for the post of the Chief Executive Officer.
- (ii) Mere possession of the eligibility criteria does not confer the right to selection to a candidate.
- (iii) The application, complete in all respects along with passport size photograph and self-attested copies of all certificates, mark sheets, 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, Vasant Kunj Institutional Area, New Delhi-110070.** **The last date of receipt of applications complete in all respects is 05.01.2024 on or before 5.30 p.m.**
- (iv) Applications received after the last date or otherwise found incomplete will not be considered under any circumstances.

3. Procedure for engagement:

- (i) The guidelines, orders and instructions issued by the Department of Personnel and Training from time to time shall be followed for appointment to the post of Chief Executive Officer.
- (ii) The date, time and venue of Interview will be intimated subsequently to the candidates.
- (iii) No TA/DA or accommodation will be provided for attending the Interview.
- (iv) 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 on **DIRECT RECRUITMENT BASIS**. The term of appointment of the CEO shall be for a maximum period of three years or till attaining the age of sixty years, whichever is earlier, provided that he shall be eligible for reappointment.
- ii. The CEO shall be entitled to a house rent allowance at the same rate, as are admissible to officers of Group 'A' of the Central Government holding the post in corresponding scale of pay, stationed at those places.
- iii. The conditions of service of the CEO in the matters of pay, allowances, leave, provident fund, age of superannuation, pension and retirement benefits, medical facilities and other conditions of service, shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers belonging to Group 'A' in corresponding scales of pay in the Central Government.
- iv. The Appointee shall perform the duties and functions as per India International Arbitration Centre (Manner of Appointment and Powers and Functions of the Chief Executive Officer) Regulations, 2023.
- v. 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.
- vi. No TA/DA will be admissible for attending the interview and for joining the duties in case of selection.
- vii. If any declaration given or information furnished by him/her is found to be incorrect/false or if he/she is found to have wilfully 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.
- viii. If any candidate is found canvassing for his/her selection, he/she will be disqualified from the selection process.
- ix. The decision of the competent authority regarding selection of the candidate will be final and no representations in this regard will be entertained.

- x. Final result will be declared on the website of IIAC, New Delhi and selected candidate will be informed through letter/email.
- xi. The IIAC reserves the right to cancel the post of CEO advertised without assigning any reasons.
- xii. Candidates are advised to regularly visit the website of IIAC, New Delhi (www.iiac.org) for updates regarding this recruitment. No separate communication will be sent to the candidates regarding change in date and time of interview. For any queries contact 011-20867413 or email to: registrar@indiaiac.org.

ANNEXURE I

**APPLICATION FOR APPOINTMENT OF CHIEF EXECUTIVE OFFICER (“CEO”)
IN THE INDIA INTERNATIONAL ARBITRATION CENTRE (“IIAC/CENTRE”),
NEW DELHI ON DIRECT RECRUITMENT BASIS**

LAST DATE OF RECEIPT OF APPLICATION: 05.01.2024

1.	Name of the Candidate (in the letters)					
2.	Gender (Male/Female):	Affix passport size photo graph				
3.	Date of Birth (DD/MM/YYYY) and age as on the last date of receipt of application:					
4.	Address for correspondence, mobile number and e-mail id					
5.	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	
6.	Details of employment in chronological order (enclose separate sheet, duly authenticated by your signature, if the space below is insufficient)					
	Organization	Post Held	From	To	Scale of Pay	Nature of Duties
7.	Complete office address along with telephone number of the present employer					
8.	Nature of the present employment: (Adhoc/Temporary/Quasi- permanent/Permanent)					
9.	Whether Educational and other qualification required for the post are satisfied? (Yes/No)					

10.	If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.	
11.	Whether Essential Qualification/ Experience required for the post are satisfied? (Yes/No)	
12.	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:
Email ID:
Contact Number: