



India Centre for Migration (ICM)

(A Regd. Society of the Ministry of External Affairs)

The India Centre for Migration (ICM) is a 'not for profit' society established by the Government of India in July, 2008 to serve as a think tank on all matters relating to International Migration. The Centre undertakes empirical, analytical and policy related research, implements pilot projects to document good practices and assists in capacity building of stakeholders at the sub-national level. ICM is inviting applications for the post of Chief administrative officer (CAO).

Terms of Reference for the post of Chief Administrative Officer (CAO)

1. Duration of the Contract Agreement and further extension.

The initial Contractual appointment for the post of CAO is for a period of 2 years and, thereafter, if required, period of appointment is extendable for a maximum period of 1 year based on the performance of the incumbent as evaluated by the Chairman, ICM.

2. Duties of the post

The CAO will perform the following duties:

2.1. To be responsible for overseeing, guiding and also conducting research on various subjects related to ICM.

2.2. To be required to plan and supervise the Research Programme of ICM and be responsible for the research output.

2.3. To help organize and participate in conferences, workshops etc. organized by ICM or participated by ICM.

2.4. To be responsible for all matters concerning PDOT including preparation /updating of PDO manuals, handbooks, booklets etc.

2.5. To be responsible for managing the day-to-day operations of ICM relating to all administration and establishment matters including finance, accounts and human resources.

3. Qualifications Required

3.1 Educational qualifications: The applicant must hold a Master's degree from any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University, or possess an equivalent qualification. Applicants with higher educational qualifications will be preferred.

3.2 Age Limit: The applicant must not have attained the age of 45 years as on 1st July 2019.

3.3 Work Experience: The applicant must have a minimum experience of 5 years in the field of International Migration or related matters.

3.4 Only Indian nationals are eligible to apply.

4. Remuneration

4.1 Salary: The post of CAO carries compensation amounting to Rs. 1,20,000 per month (all inclusive, TDS to be deducted).

4.2 Depending upon the performance, after completion of every 12 months of service, a raise of 5% on the consolidated compensation would be allowed.

4.3 Telephone/Communication Facility (Personal/residential):

An allowance of Rs. 1000/- per month will be reimbursed against the Telephone/communication/internet facility on production of the bill(s).

5. Termination

The engagement of CAO will be subject to satisfactory performance of the incumbent and can be terminated on a one-month's notice on either side without assigning any reason. The ICM, however, reserves the right to terminate the services by paying a sum equivalent to the amount of the compensation for one month, or for the period by which such notice falls short of one month. The services can also be terminated by the ICM without any previous notice if CAO be guilty of any insubordination, intemperance or other misconduct or of any breach or non-performance (in such an eventuality, no Notice period compensation shall be payable by ICM).

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6. Performance Appraisal

The performance of CAO will be evaluated by Chairman, ICM, quarterly on the basis of targets achieved.

7. Leave

The CAO will be entitled to a maximum of 21 days of leave during each calendar year. The leave however, shall not be en-cashable. Leave & salary adjustment shall be done on the basis of 1.75 days per month in case the incumbent resigns at any point of time during the period of the contract.

8. Conflict of Interest

8.1 The CAO shall not receive any remuneration in connection with the assignment except as provided for in the contract. The CAO shall not engage in consulting or any other such activities that conflict with the interest of the ICM/Government of India.

8.2 Hours of duty: No part time engagements of any kind are permissible. The incumbent is required to be available for discharging official duties fulltime and if required to be available for official work on weekly off days/public holidays, without any compensatory off.

9. Miscellaneous: The rights of Chairman, ICM, are reserved to alter/amend/add or delete any of the above mentioned ToR. The successful applicant, before commencement of his engagement as CAO, ICM, has to enter into a written Contract Agreement with Terms and Conditions of engagement prescribed therein.

Mode of Application:

The applicants can send their updated resume to Ministry of External Affairs at so2oia1@mea.gov.in. Please fill up all details pertaining to academic qualifications, age and work experience etc. as per the Terms of Reference given in this advertisement. Applications sent otherwise shall not be considered.

Format of the Application:

Applications must be submitted with the latest CV and details filled in the following format:-

1. Basic Information:

Candidate's Name	Date of Birth	Gender	Email id	Contact Number

2. Education:

Degree	Subject	Name of the University	Duration (From- to)	Percentage/ Class

3. Work Experience:

Organization	Designation	From	To	Responsibilities handled	Total Year (Per Org.)
Grand total no. of years of work experience					

4. Any other relevant information, applicant wants to mention in support of suitability for the post.

Application deadline:

Applications for the post of CAO will be received **by 19th August 2019 (till 5:30 PM)**. The vacancy has been released on the website of MEA at <https://mea.gov.in> on 19/06/2019.

Please mention in the Subject Line of the e-mail, "Application for the post of Chief Administrative Officer (CAO), ICM".
