



The Institute of Cost and Works Accountants of India
(A statutory body under an Act of Parliament)
12 Sudder Street, Calcutta – 700 016

The Institute of Cost and Works Accountants of India (ICWAI), a statutory body under an Act of Parliament, responsible for the development and regulation of the profession of cost and management accountancy having 4 regional councils, 96 chapters and 6 overseas centres with approx. 42,000 professionals spread all across the globe and more than 1,60,000 students invites applications for the post of:

Secretary – posting at Kolkata

The person will be responsible for all activities of the Council of the Institute including all statutory activities, liaison with various Government Departments, outside agencies, professional bodies in India and abroad, industry associations and international accounting bodies. He will also be required to look after the functions of Delhi Office of the Institute.

The person should be a graduate and a member of ICWAI. Preference will be given to those who are holding additional professional qualifications. He should possess at least 15 years of managerial experience and proven track record of leadership qualities. The candidate should have a dynamic personality having excellent communication, managerial and interpersonal skills. Candidates serving in Government/PSUs, if selected, should have to join the Institute on immediate absorption basis.

Age: Above 45 years

Pay Band: Rs.37,400/- – Rs.67,000/- (Starting Basic Rs. 53,000/- per month including Grade Pay of Rs 10,000/-). CTC at the minimum of scale is Rs. 14 lakhs p.a. (approx.).

Interested candidates may send their resume alongwith a recent passport-size photograph, attested copies of certificates and testimonials to the **“CEO, ICWAI, 12 Sudder Street, Kolkata 700 016”** in a sealed envelope with the words **“Application for the Post of Secretary”** superscribed latest by 5th June 2009.