



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

**Join India's Premier Institute that grooms
CMA Professionals**

**If you're looking for a challenging role and career plan that allows you to fully
utilize your skills –
this is an excellent opportunity to join
our 'Team CMA'.**

The Institute of Cost Accountants of India was established under an Act of Parliament for the promotion of Cost and Management Accountancy. Currently, the Institute has about 4 lakh students and 50,000 members.

To meet the expansion plan, we invite experienced and dynamic human resources for our offices across India to plan, organize and develop student, membership and professional development activities:

Particulars	No. of Posts
Deputy Director	1
Assistant Director	11
Senior Officer	7
Officer	4

Log on to : <http://www.icwai.org> for details of qualification, age, experience, pay scale, other criteria and application form.

Fill in the Application Form and submit online by 6.30 p.m. of 19th November, 2012.

Hard copies of the application will not be accepted.



General Conditions:

1. Mere submission of application and fulfilling the eligibility criteria does not give any right to any person to appear for Interview etc.
2. Original and attested copies of all documents in proof of Age, Qualifications, Experience, Pay Scale & Salary for the minimum period of experience as indicated for each post, etc. should be submitted by the candidates if called for Interview.
3. No correspondence will be entertained about the procedure and outcome of application.
4. All appointments will be subject to the rules and regulations of the Institute in force from time to time. Other benefits like CPF, Gratuity, Leave encashment, Perquisites etc. shall be applicable as per the rules of the Institute as amended from time to time.
5. The candidates called for interview will be paid 'to and fro' rail fare / air fare as per the applicable rules of the Institute, which will be intimated in the call letter for interview.
6. In case it is found that information furnished by a candidate is false or defective in any manner, the candidature of such persons will be summarily rejected as and when it comes to the notice of the management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished.
7. The appointments will take place on the basis of Written Examination, Group Discussion and Interview for the posts of Officers, Senior Officers and Assistant Directors. For the post of Deputy Director, it will be based on Group Discussion and Interview.
8. The candidates applying for a particular post should ensure to possess relevant experience for the post advertised for.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

9. Those employed in Government/Semi-Government/Autonomous organizations should apply through 'Proper Channel' or produce 'No Objection Certificate' at the time of interview.
10. The decision of management of the Institute in the selection process shall be final.
11. The management of the Institute reserves the right to reject any application without assigning any reason whatsoever.
12. Canvassing in any form will disqualify the candidature.
13. Clear release order has to be submitted by the candidate at the time of joining if selected for any post. The Institute does not accept appointments on the basis of Deputation/Lien from any organization.
14. The candidates if appointed to a particular post shall have to undergo a minimum probationary period of 1 year from the date of joining. Their services may be confirmed on satisfactory completion of the probationary period.
15. The post and place of posting as mentioned hereunder is transferable anywhere in India.



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

Sl. No	Name of the Post, Place of Posting & Scale of Pay	No. of Posts:	Qualifications	Relevant Executive Experience	Age Limit	Annual CTC
	Deputy Director (Liaison and Public Relations) Delhi Office {(PB-3) Rs.15600-39100 with Grade Pay Rs.7600/-; Entry Pay Rs.29500/-}	1	<u>Liaison and Public Relations</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) Graduate or Post Graduate Degree or Diploma in Communication Management/ Public Relations/ Mass Communication/ Journalism from a reputed University/Institute. c) Preferably a member of The Institute of Cost Accountants of India / The Institute of Chartered Accountants of India/The Institute of Company Secretaries of India. d) Degree/Diploma in Computer Applications will be preferred.	Minimum 7 years (For details, refer to Annexure 1).	35–40 years	Rs.9.48 lakhs (approx.)



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

Assistant Director Headquarters, Kolkata – 7 posts Studies – 1, Information Technology – 1, Membership - 2 Professional Development - 1 Internal Control and Systems – 1 Finance - 1 Delhi Office – 4 posts Training & Placement - 1 Professional Development - 1 Continuing Education Programme – 2 {{PB-3} Rs.15600-39100 with Grade Pay Rs.6600/-; Entry Pay Rs.25350/-}	No. of Post s : 11	<u>Studies</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/The Institute of Company Secretaries of India or Ph.D/ M.Phil in Commerce/Economics/Management. c) Additional qualifications like Full-time MBA (Finance) from a premier Management Institute or Master of Economics from a reputed University will be preferred. d) Degree/Diploma in Computer Applications will be preferred.	Minimum 5 years (For details, refer to Annexure 2)	30–35 years	Rs.7.77 lakhs (approx.)
---	--	---	---	--------------------	--------------------------------



			<u>Information Technology</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) Full- time Master in Computer Applications or Master in Information Technology from a premier University. c) Additional qualification in ERP Package, System Administrator, .Net system, Database Management . <u>Membership</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India. c) Additional qualifications like MBA (Finance) from a premier Management Institute or Master of Economics from a premier University will be preferred. d) Degree/Diploma in Computer Applications will be preferred.			
--	--	--	---	--	--	--



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

			<u>Professional Development</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India c) Additional qualifications like Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute. d) Degree/Diploma in Computer Applications will be preferred.			
--	--	--	---	--	--	--



			<u>Internal Control & Systems</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India. c) Additional qualification like Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred. d) Additional qualifications like Diploma in Systems Audit (DISA) or other related programs from a reputed Institution are desirable. e) Degree / Diploma in computer Applications with exposure to handling ERP/Accounting packages will be preferred.			
--	--	--	---	--	--	--



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

			<u>Finance</u> a) Masters degree or Bachelors Degree holder with good academic background. b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India. c) Additional qualification like Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred. d) Degree/Diploma in Computer Applications with exposure to handling ERP (Tally) /Accounting packages will be preferred. <u>Training & Placement</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India.			
--	--	--	---	--	--	--



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

			c) Additional qualifications of Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute will be preferred. d) Degree/Diploma in Computer Applications will be preferred. <u>Continuing Education Programme</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants/ The Institute of Company Secretaries of India. c) Additional qualification like Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute or Master of Economics from a reputed University will be Preferred. d) Degree/Diploma in Computer Applications will be preferred.			
--	--	--	---	--	--	--



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

Senior Officer Headquarters, Kolkata – 4 posts Journal - 2 Examination – 1 Secretariat - 1 Delhi Office – 3 posts Continuing Education Programme - 1 Technical – 2 {(PB-2) Rs.9300 - 34800 with Grade Pay Rs.5400/-; Entry Pay Rs. 20280/-}	No of Posts : 7	<u>Journal</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) Graduate or Post Graduate Degree or Diploma in Journalism from a reputed University/Institute. c) Preferably a member of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India. d) Additional qualifications like Full-time MBA (Finance) from a premier Management School/University or Masters in Economics from a reputed University will be preferred. e) Degree/Diploma in Computer Applications will be preferred. <u>Examination</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India c) Additional qualification like Full-time MBA (Finance) from a premier Management School/University will be preferred. d) Degree/Diploma in Computer Applications will be preferred.	Minimum 3 years (For details, refer to Annexure 3).	28–35 years	Rs.6.30 lakhs (approx.)
---	-------------------------------	---	--	--------------------	--------------------------------



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

			<u>Secretariat</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India. c) Degree/Diploma in Computer Applications will be preferred. <u>Technical</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India. c) Additional qualification like Full-timeMBA (Finance) from a premier Management School/University will be preferred. d) Degree/Diploma in Computer Applications will be preferred.			
--	--	--	---	--	--	--



			<u>Continuing Education</u> <u>Programme</u> a) Masters Degree or Bachelors Degree holder with good academic background. b) A member of The Institute of Cost Accountants of India / The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India. c) Additional qualifications Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute will be preferred. d) Degree/Diploma in Computer Applications will be preferred.			
--	--	--	---	--	--	--



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory body under an Act of Parliament)
CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

Officer	No of Posts : 4				
Western Region Mumbai – 1 post Southern Region Chennai - 1post Eastern Region Kolkata – 1post Northern Region Delhi – 1 post {(PB-2) Rs.9300 - 34800 with Grade Pay Rs. 4200/-; Entry Pay Rs.13900		a) Bachelors Degree holder with good academic background. b) Passed the Final Examination of The Institute of Cost Accountants of India/ The Intitute of Chartered Accountants/ The Instiute of Company Secretaries of India. c) Additional qualifications like Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute will be preferred. d) Degree/Diploma in Computer Applications will be preferred.	Minimum 1 year (For details, refer to Annexure 4).	25-30 years	Rs.4.40 lakhs (approx.)



Annexure 1

Deputy Director (Liaison and Public Relations)

- Qualification

Liaison and Public Relations

- a) Masters Degree or Bachelors Degree holder with good academic background.
- b) Graduate or Post Graduate Degree or Diploma in Communication Management/ Public Relations/ Mass Communication/ Journalism from a reputed University/Institute.
- c) Preferably a member of The Institute of Cost Accountants of India / The Institute of Chartered Accountants of India/The Institute of Company Secretaries of India.
- d) Degree/Diploma in Computer Applications will be preferred.

- Age

35 – 40 years.

- Place of posting

Delhi Office – 1 post.

- Experience

- a) Minimum of 7 years of relevant experience.
- b) Expertise to present the Institute to Government and other bodies with clarity of purpose, unity of direction and persuasive skill.
- c) Expertise in representing the Institute in domestic and international seminars and different financial bodies and presenting the thought provoking papers to maintain and enhance the image of the institute.

- Conceptual and analytical ability

- a) Ability to analyze issues and act appropriately.



b) Ability to think through different alternatives and present the same to superiors for decision making.

- Communication and interpersonal skill
 - a) Ability to communicate clearly and precisely.
 - b) Expertise to separate issues from personality and act appropriately.

Annexure 2

Assistant Director – Studies

- Qualification
 - a) Masters Degree or Bachelors Degree holder with good academic background.
 - b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/The Institute of Company Secretaries of India or Ph.D/ M.Phil in Commerce/Economics/Management.
 - c) Additional qualifications like Full-time MBA (Finance) from a premier Management Institute or Master of Economics from a reputed University will be preferred.
 - d) Degree/Diploma in Computer Applications will be preferred.

- Age

30 – 35 years.

- Place of posting

Headquarters, Kolkata – 1 post.

- Experience

- a) Minimum of 5 years of relevant experience.



- b) The candidate will help to develop and implement strategies, mainly in the areas of education and training and strategies for the Directorate of Studies.
- c) Knowledge, improving and transforming syllabus and study materials in line with dynamic global economic environment, standardizing teaching methodology, e-learning.
- d) Knowledge in conducting seminars, coordinating with Regions/Chapters and other Bodies.
- e) Ability to monitor/handle activities/ conflicts/issues with different Regions/Chapters and create a synergy for a win- win situation.
- f) Should have working knowledge of computers.

- Communication and Interpersonal Skill

- a) Should have command over written and oral communication in English.
- b) Ability to communicate clearly and precisely.
- c) Capacity to interact effectively with a range of stakeholders within and outside the Institute.

Assistant Director – Information Technology

- Qualification

- a) Bachelors Degree or Masters Degree holder with good academic background.
- b) Full-time Master in Computer Applications or Master in Information Technology from a premier University.
- c) Additional qualification in ERP package, System Administrator, .Net System, Database Management.

- Age

30 – 35 years.

- Place of posting

Headquarters, Kolkata – 1 post.

- Experience:



- a) Minimum of 5 years of relevant experience.
- b) Demonstrated knowledge of and experience in Technology Up gradation.
- c) Demonstrated knowledge of and experience in programming and database management.
- Communication and client relations:
 - a) Should have command over written and oral communication in English.
 - b) A good record of sharing information with colleagues, students and staff at all levels of the institute.
- Interpersonal skills:
 - Capacity to interact effectively with a range of stakeholders within and outside the Institute.
- **Assistant Director - Membership**

Qualification

- a) Masters Degree or Bachelors Degree holder with good academic background.
- b) A member of The Institute of Cost Accountants/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India.
- c) Additional qualifications like Full-time MBA (Finance) from a premier Management Institute or Master of Economics from a premier University will be preferred.
- d) Degree/Diploma in Computer Applications will be preferred.
- Age
30 – 35 years.
- Place of posting



Headquarters, Kolkata – 2 posts.

● Experience :

- a) Minimum of 5 years of relevant experience.
- b) Organisation and administrative deft in handling membership matters and well versed in matters relating Certificate of Practice
- c) Indepth knowledge of handling matters relating to upgradation.
- d) Should have working knowledge of computers.

● Time management:

- a) A record of prioritizing and managing time to deliver high priority issues relating to COP/ Admission/Renewal.
- b) A record of capability to manage significant uncertainties in the different membership issues.

● Communication and client relations:

- a) Should have command over written and oral communication in English.
- b) An excellent record of sharing information with different stakeholders.
- c) A very good oral and written communication skill with assertiveness.

● Interpersonal skills:

- a) Capacity to interact effectively with a range of stakeholders within and outside the Institute.
- b) Expertise in handling sensitive and confidential issues.

Assistant Director – Professional Development

● Qualification

- a) Bachelors Degree or Masters Degree holder with good academic background.
- b) A member of The Institute of Cost Accountants/ The Institute of



Chartered Accountants of India/ The Institute of Company Secretaries of India.

- c) Additional qualifications like Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute .
- d) Degree/Diploma in Computer Applications will be preferred.

- Age

30 – 35 years

- Place of posting

Headquarters, Kolkata - 1 Post

(b) Delhi Office – 1 post.

- Experience

- a) Minimum of 5 years of relevant experience.
- b) A record of ability to organize, coordinate and manage Training Programmes.
- c) Co-ordinate with different Government institutions / Corporate houses for inclusion of Cost Accountants in the various professional spheres where services can be rendered.
- d) Expertise in arranging relevant training to practising Cost Accountants in line with dynamic business environment.
- e) To enable preparation of Guidance Notes necessary for the growth and development of the Members.

- Conceptual and analytical skills:

- a) Ability to conceptualize future needs of industries and to prepare guide for the benefit of the members.
- b) An aptitude to inculcate an analytical mind among subordinates.

- Team work:



- a) Success in working in teams both as a team member and a team leader.
- b) Strong believer of “Together Everyone Achieves Miracles”.
- c) Able to get along well with cross-functional teams.

- Time management:

- a) A record of prioritizing and managing time to deliver high priority and top quality training programs.
- b) A record of capability to manage uncertainties and to undertake a range of tasks simultaneously.

- Communication and client relations:

A very good articulation skill both in oral and written communication to present the stakeholders’ interests skillfully.

- Interpersonal and diplomatic skills:

Capacity to interact effectively with a range of stakeholders within and outside the Institute.

Assistant Director – Internal Control & Systems

- Qualification

- a) Masters Degree or Bachelors Degree holder with good academic background.
- b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India.
- c) Additional qualification like Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred.
- d) Additional qualification like Diploma in Systems Audit (DISA) or other related programs from a reputed Institution are desirable.



e) Degree/Diploma in Computer Applications with exposure to handling ERP/Accounting packages will be preferred.

- Age

30 – 35 years.

- Place of posting

Headquarters, Kolkata – 1 post.

- Experience

a) Minimum of 5 years of relevant experience.

b) Demonstrated knowledge of and experience in all aspects of Internal Control, Internal Audit and Systems:

(i) To suggest improvements to the functioning of the entity;

(ii) To strengthen the overall governance mechanism of the Institute,

(iii) Including internal audit as well as internal control system.

c) Expertise in:

(i) Understanding and assessing the risks and evaluate the adequacies of the prevalent internal controls.

(ii) Identifying areas for systems improvement and strengthening controls.

(iii) Ensuring proper and timely identification of liabilities, including contingent liabilities of the Institute.

(iv) Ensuring compliance with internal and external guidelines and policies



of the Institute as well as the applicable statutory and regulatory requirements.

- (v) Safeguarding the assets of the Institute
 - (vi) Reviewing and ensuring adequacy of information systems security and control.
 - (vii) Reviewing and ensuring adequacy, relevance, reliability and timeliness of management information system.
- d) Ability to coach/ mentor people.
- Conceptual and analytical skills:
 - a) A creative, sharp intelligence that can conceptualize and think through issues, and provide value addition to employees' motivation and improved performance to satisfy and to delight all stakeholders.
 - b) Have an analytical and problem solving approach to a win-win for all.
 - c) Ability to integrate Internal Controls with overall strategies of the Institute.
 - Team work:
 - a) Success in working in teams both as a team member and a team leader.
 - b) Able to get along well with cross-functional teams.
 - Time management:
 - a) A record of prioritizing and timely managing all Internal Control, Internal Audit and Systems operations .
 - b) A record of capability to manage uncertainties and to undertake a range of tasks simultaneously.
 - Communication and client relations:



A very good articulation skill both in oral and written communication to present the stakeholders' interests skillfully.

- Interpersonal and diplomatic skills:
 - a) Excellent ability to assess situation and act appropriately.
 - b) Emotionally matured, intellectually sound and a pleasing personality.

Assistant Director – Finance

- Qualification
 - a) Masters Degree or Bachelors Degree holder with good academic background.
 - b) A member of The Institute of Cost Accountants of India with excellent academic background/The Institute of Chartered Accountants of India/The Institute of Company Secretaries of India.
 - c) Additional qualification like Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred.
 - d) Degree/Diploma in Computer Applications with exposure to handling ERP (Tally) /Accounting packages will be preferred.

- Age

30 – 35 years.

- Place of posting

Headquarters, Kolkata – 1 post.

- Experience

- a) Minimum of 5 years of relevant experience.
- b) Demonstrated knowledge of and experience in compilation of final accounts.
- c) Demonstrated knowledge of and experience in taxation matters including filing various returns.



- d) Demonstrated knowledge of and experience in financial management.
- e) Good knowledge and experience in dealing with various banks.
- f) Good knowledge and experience in settlement of various employee and party claims.
- g) Capability of handling P.F., Gratuity and other claims on superannuation of employees.

- Conceptual and analytical skills:

- a) Ability to conceptualize accounting and finance framework.
- b) An aptitude to inculcate an analytical mind among subordinates.

- Team work:

- a) Success in working in teams both as a team member and a team leader.
- b) Strong believer of “Together Everyone Achieves Miracles”.
- c) Able to get along well with cross-functional teams.

- Time management:

- a) A record of prioritizing and timely managing all accounting and financial operations.
- b) A record of capability to manage uncertainties and to undertake a range of tasks simultaneously.

- Communication and client relations:

A very good articulation skill both in oral and written communication to present the stakeholders’ interests skillfully.

- Interpersonal and diplomatic skills:

Capacity to interact effectively with a range of stakeholders within and outside the Institute.



Assistant Director – Training & Placement

- **Qualification**

- a) Masters Degree or Bachelors Degree holder with good academic background.
- b) A member of The Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India.
- c) Additional qualifications like Full-time MBA (Finance) or MBA (Marketing) from a premier Management will be preferred.
- d) Degree/Diploma in Computer Applications will be preferred.

- **Age**

30 – 35 years

- **Place of posting**

Delhi Office – 1 post.

- **Experience**

- a) Minimum of 5 years of relevant experience.
- b) Demonstrated knowledge of and experience in conceptualizing and developing curriculum for hands on training to students to develop employability.
- c) Expertise in networking with different government institutions/corporate houses for suitable placement of student/members.
- d) Expertise to present the Institute to Government and other bodies with conceptual clarity, unity of purpose and persuasive skill.
- e) Should have working knowledge of computers.

- **Communication and client relations:**

- a) Should have command over written and oral communication in English.



- b) An excellent record of sharing information with colleagues, students and staff at all levels of the institute.
- c) A very good articulation skill both in oral and written communication to present the stakeholders interests skillfully.
- Interpersonal skills:
 - a) Capacity to interact effectively with a range of stakeholders within and outside the Institute.
 - b) A learning and mentoring approach

Assistant Director – Continuing Education Programme

- Qualification
 - a) Bachelors Degree or Masters Degree holder with good academic background.
 - b) A member of The Institute of Cost Accountants/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India.
 - c) Additional qualifications like Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute will be preferred.
 - d) Degree/Diploma in Computer Applications will be preferred

- Age

30 – 35 years

- Place of posting

Delhi Office – 2 posts

- Experience

- a) Minimum of 5 years of relevant experience.
- b) A record of ability to organize, coordinate and manage Education



Programmes.

- c) Helping in networking with different Government institutions. Corporate houses for conducting education programme of their employees.
- d) Expertise in arranging relevant education programme to practising Cost Accountants in line with dynamic business environment.

- Conceptual and analytical skills:

- a) Ability to conceptualize future needs of industries and to guide preparing educational materials accordingly.
- b) An aptitude to inculcate an analytical mind among subordinates.

- Team work:

- a) Success in working in teams both as a team member and a team leader.
- b) Able to get along well with cross-functional teams.

- Time management:

- a) A record of prioritizing and managing time to deliver high priority and top quality training programs.
- b) A record of capability to manage uncertainties and to undertake a range of tasks simultaneously.

- Communication and client relations:

A very good articulation skill both in oral and written communication to present the stakeholders' interests skillfully.

- Interpersonal and diplomatic skills:

Capacity to interact effectively with a range of stakeholders within and outside



the Institute.

Annexure 3

Senior Officer - Journal

- **Qualification**

- a) Masters Degree or Bachelors Degree holder with good academic background.
- b) Graduate or Post Graduate Degree or Diploma in Journalism from a reputed University/Institute.
- c) Preferably a member of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/ The Institute of Company Secretaries of India.
- d) Additional qualifications like Full-time MBA (Finance) from a premier Management School/University or Masters in Economics from a reputed University will be preferred.
- e) Degree/Diploma in Computer Applications will be preferred.

- **Age**

28 – 35 years.

- **Place of posting**

Headquarters, Kolkata – 2 posts.

- **Experience**

- a) Minimum of 3 years of relevant experience.
- b) Adequate knowledge and experience in the field of Publication of reputed journal.
- c) Should have working knowledge of computers.

- **Communication and Interpersonal skills:**



- a) Should have command over written and oral communication in English.
- b) An excellent record of sharing information with colleagues, students and staff at all levels of the institute.
- c) A record of promptly responding to Students and other stakeholders request and successfully conducting policy dialogue.
- d) Capacity to interact effectively with a range of stakeholders within and outside the Institute.

Senior Officer – Examination

- **Qualification**

- a) Masters Degree or Bachelors Degree holder with good academic background.
- b) A member of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants/ The Institute of Company Secretaries of India.
- c) Additional qualification like full time MBA (Finance) from a premier management School/University will be preferred.
- d) Degree/Diploma in Computer Applications will be preferred.

- **Age**

28 – 35 years.

- **Place of posting**

Headquarters, Kolkata – 1 post.

- **Experience**



- a) Minimum of 3 years of relevant experience.
 - b) Demonstrated knowledge of and experience in handling activities relating to examination centres like selecting centres, appointing moderators/observers, material distribution, checking bills and other routine & allied activities.
 - c) Demonstrated knowledge and experience in coordinating with examiners, paper setters, & moderators, distribution answer sheets & tabulation and other routine & allied activities.
 - d) Good knowledge of and experience in handling day to day administrative matters like printing & dispatch of materials and processing of bills.
 - e) Should have working knowledge of computers.
- Communication and interpersonal skills:
 - a) Should have command over written and oral communication in English.
 - b) An excellent record of sharing information with all chapters.
 - c) A keen attitude to maintain confidentiality and professional integrity.
 - d) Capacity to interact effectively with a range of stakeholders with in and outside the Institute.

Senior Officer – Secretariat

- Qualification
 - a) Masters Degree or Bachelors Degree holder with good academic background.
 - b) A member of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants/ The Institute of Company Secretaries of India.
 - c) Degree/Diploma in Computer Applications will be preferred.
- Age
 - 28 – 35 years.



- Place of posting

Headquarters, Kolkata– 1 post.

- Experience

- a) Minimum of 3 years of relevant experience.
- b) Organization and administrative deft in handling all secretarial matters of Professional Institutes / Universities and well versed in matters concerning conduct of meetings.
- c) Should possess adequate knowledge of Acts, Rules and Regulations of Professional Institutes and matters concerning the Right to Information Act, 2005.
- d) Should have the ability to independently manage all correspondences of the Secretariat.
- e) Should possess indepth knowledge of record keeping and maintenance.
- f) Should have adequate working knowledge of computers.

- Communication and interpersonal skills:

- a) Should have command over written and oral communication in English.
- b) A keen attitude to maintain confidentiality and professional integrity.
- c) A very good oral and written communication skill with assertiveness.

Sr. Officer (Technical)

- a) Masters Degree or Bachelors Degree holder with good academic background.
- b) A member of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants/ The Institute of Company Secretaries of India.
- c) Additional qualification like Full-time MBA (Finance) from a premier Management School/University will be preferred.
- d) Degree/Diploma in Computer Applications will be preferred.



- Age
28 – 35 years.
- Place of posting

Delhi Office – 2 posts

- Experience
 - a) Minimum of 3 years of relevant experience.
 - b) Very good experience of and experience in conduct of program to present the need for introducing / maintaining Cost Accounting Rules.
 - c) Expertise in making, improving and transforming Cost Accounting Rules relating to different industries in view of changing economic and financial environment.
 - d) Expertise to present the Institute to Government and other bodies with clarity of purpose, unity of direction and persuasive skill.
 - e) Expertise in representing the Institute in domestic and international seminars and different financial bodies and presenting the thought provoking papers to maintain and enhance the image of the Institute.
 - f) Should have working knowledge of computers.
- Communication and interpersonal skills:
 - a) Should have command over written and oral communication in English.
 - b) A keen attitude to maintain confidentiality and professional integrity.
 - c) A very good oral and written communication skill with assertiveness.

Senior Officer – Continuing Education Programme

- Qualification
 - a) Masters Degree or Bachelors Degree holder with good academic



background.

- b) A member of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants/ The Institute of Company Secretaries of India.
- c) Additional qualifications like Full time MBA (Finance) or MBA (Marketing) from a premier Management Institute.
- d) Degree/Diploma in Computer Applications will be preferred.

- Age

28 – 35 years

- Place of posting

- (a) Delhi Office – 1 posts.

- Experience

- a) Minimum of 3 years of relevant experience.
- b) A record of ability to organize, coordinate and manage Education Programmes.
- c) Helping in networking with different Government institutions / Corporate houses for conducting education programme of their employees.
- d) Expertise in arranging relevant education programme to practising Cost Accountants in line with dynamic business environment.

- Communication and interpersonal skills:

- a) Should have command over written and oral communication in English.
- b) A keen attitude to maintain confidentiality and professional integrity.
- c) A very good oral and written communication skill with assertiveness.



Annexure 4

Officer

Western Region-Mumbai- 1post

Southern Region-Chennai-1 post

Eastern Region- Kolkata-1 post

Northern Region-Delhi-1 post

- **Qualification**

- a) Bachelors Degree holder with good academic background.
- b) Passed Final Examination of the Institute of Cost Accountants of India/ The Institute of Chartered Accountants of India/The Institute of Company Secretaries of India.
- c) Additional qualification like full time MBA (Finance), MBA (Marketing) from a premier management School/University will be preferred
- d) Degree/Diploma in Computer Applications will be preferred.

- **Age**

25 – 30 years.

- **Place of posting – Mumbai, Chennai, Kolkata & Delhi**

- **Experience**

- a) Minimum of 1 year experience in industry/institution.
- b) Should have working knowledge of computers.

- **Communication and Interpersonal skills:**

- a) Should have command over written and oral communication in English.
- b) A keen attitude to maintain confidentiality and professional integrity.
- c) Capacity to interact effectively with a range of stakeholders within and outside the Institute.