



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Set up by an Act of Parliament)

Requirement of Additional Staff at Various levels for Examination and Infrastructure Departments.

ICAI invites applications at the following levels for Examination and Infrastructure Departments.

S. No	Designation	Required Qualification	Age Limit	Post Qualification Experience required	Present Total Monthly Emoluments of minimum Basic Pay and other usual Allowances.
1.	Assistant Secretary	First Class M.Com/ MBA/ B.Com with excellent academic record	40 years	5 years of experience for M.Com./MBA or 8 years experience for B.Com in the pay band + grade pay of PB-3 Rs. 15650-39100+Rs.5400 (experience preferably in the examination activities of the University / Deemed University / Central or State Education Boards)	Rs.53,789/- p.m. in the pay band + grade pay of PB-3 Rs. 15650-39100+Rs.6600.
2.	Executive Officer	First Class M.Com/ MBA/ B.Com with excellent academic record	30 years	3 years of experience for M.Com / MBA or 5 years experience for B.Com. in the equivalent pay band + grade pay of PB-2 Rs. 9330-34800+Rs.4800 or above (experience preferably in the examination activities of the University / Deemed University / Central or State Education Boards)	Rs. 45,683/- p.m. in the pay band + grade pay of PB-3 Rs. 15650-39100+Rs.5400.
3.	Executive Officer - EDP	MCA /M.Sc. Mathematic / BCA / B.Sc. Mathematic with one year diploma course in computers.	30 years	3 years of experience for MCA / M.Sc. mathematics or 5 years of experience for BCA/B.Sc. Mathematics in the areas of My SQL, MS Access, Oracle and Forms, dotnet, LAMP in any reputed organization	Rs. 45,683/- p.m. in the pay band + grade pay of PB-3 Rs. 15650-39100+Rs.5400.
4.	Section Officer / Assistant	A second-class (50%) master's degree in commerce for Section officer / A graduate preferably in commerce with minimum of 60% in the aggregate for Assistant.	30 years	2 years of experience for post graduates, 4 years of experience for graduates in the equivalent pay band + grade pay (experience preferably in the examination activities of the University / Deemed University / Central or State Education Boards)	Rs. 35,184/- p.m. in the pay band + grade pay of PB-2 Rs. 9330-34800+Rs.4800 for Section Officer. Rs. 30,436/- p.m. in the pay band + grade pay of PB-2 Rs. 9330-34800+Rs.4200 for Assistant.
5.	Steno-cum Assistant /Admn. Secretarial Assistant	A Graduate with aggregate 50% marks, having speed of 100 w.p.m. in shorthand & 60 w.p.m. in computer typing respectively and familiar with Windows and Office.	27 years	1-2 years of post qualification experience. (experience preferably in the examination activities of the University / Deemed University / Central or State Education Boards)	Rs. 21,577/- p.m. in the pay band + grade pay of PB-1 Rs. 5230-20200+Rs.2400
6.	Deputy Secretary (Infrastructure)	Graduate in Civil Engineering (B.E.) from recognized University / Institute (Candidates having Post graduate degree with strong relevant experience, legal and technical knowledge shall be given preference)	45 – 50 years	15-20 years of post qualification experience in maintenance / construction work in similar organization.	Rs.94,126 p.m. in the pay band + grade pay of PB-4 Rs. 37450-67000+8700.

Notes:

1. Working knowledge of Computer is must for all the above posts.
2. Candidates for the position of Dy. Secretary (Infrastructure) would be required to join within a reasonable period.

Other usual benefits such as LTC, PF, Pension etc as per rules of the Institute would also be applicable.

Remuneration is negotiable commensurate with the qualification and relevant experience. Relaxation in Eligibility criteria, can be considered for deserving candidates. However the decision of the Institute in this behalf shall be final.

For structured application and other details, please visit our website: <http://www.icaai.org>. Interested candidates may e-mail their structured format application at (adv_2012@icaai.org) or can send through speed post/courier to the Deputy Secretary, HRD(P) at the above address, superscribing on the envelope “Application for the post of _____in Examination / Infrastructure Department” within 10 days.

Advt. No. ICAI/Rectt./01/2012

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