



# The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

The Institute of Chartered Accountants of India (ICAI) is a statutory body established for regulation of the profession of Chartered Accountants in India. During its more than 70 years of glorious existence, ICAI has achieved recognition as a second largest global Accountancy Body. ICAI invites applications from professionally successful, academically strong and administratively capable human resources for the following regular positions:

<b>Position</b>	<ul style="list-style-type: none"><li>• <b>Joint Director</b></li></ul>
<b>Location</b>	<ul style="list-style-type: none"><li>• Initially based at Mumbai (Liable to be posted anywhere in India)</li></ul>
<b>Qualification &amp; Experience Pre-requisite</b>	<ul style="list-style-type: none"><li>• Chartered Accountant/Cost Accountant/Company Secretary/MBA/Master in Economics, Social Science having minimum 15 years of post-qualification experience in a leading profile in a reputed service organization(s)/educational or academic institution(s).</li></ul>
<b>Skill Sets pre-requisite</b>	<ul style="list-style-type: none"><li>• Must have sound knowledge of HR/Finance/IT/Legal functions</li><li>• Strong human resource management expertise; ability to supervise and mentor staff and inspire their credibility, confidence and build consensus.</li><li>• Strong interpersonal skills and proven ability to provide leadership to a team</li><li>• Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking</li><li>• Effective Communication and decision-making Skills</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• To supervise, monitor &amp; administer Western Regional Office of the ICAI including regulating student and member activities.</li><li>• To supervise all regulatory functions and activities of all sections of Regional Office including Western India Regional Council</li><li>• To manage all work related to Members, Students &amp; CA firms</li><li>• To arrange to redress grievances of Members, Students and Firms</li><li>• To liaise with/handle queries of various Government bodies</li><li>• To ensure compliance of various advisories issued by the Head Office</li><li>• To arrange conduction of various ICAI programmes and events at Regional level</li><li>• To supervise all activities like sending various reports to Head Office, attending to the auditors, reconciliation of Members and Students fees, Filing of E-TDS returns.</li><li>• To ensure timely preparation of financial statements of the regional office and ensure compliance of accounting policies</li></ul>
<b>Age Limit</b>	<ul style="list-style-type: none"><li>• 45-50 years as on 31.03.2021</li></ul>
<b>Compensation</b>	<ul style="list-style-type: none"><li>• Rs. 28 lakhs per annum (approx.)</li></ul>
<b>Position</b>	<ul style="list-style-type: none"><li>• <b>Deputy Director</b></li></ul>
<b>Location</b>	<ul style="list-style-type: none"><li>• Initially based at Mumbai (Liable to be posted anywhere in India)</li></ul>
<b>Qualification &amp; Experience Pre-requisite</b>	<ul style="list-style-type: none"><li>• Chartered Accountant/Cost Accountant/Company Secretary/MBA/Master in Economics, Social Science having minimum 12 years of post-qualification experience in a leading profile in a reputed service organization(s)/educational or academic institution(s).</li></ul>
<b>Skill Sets pre-requisite</b>	<ul style="list-style-type: none"><li>• Must have sound knowledge of HR/Finance/IT/Legal functions</li><li>• Strong human resource management expertise; ability to supervise and mentor staff and inspire their credibility, confidence and build consensus.</li><li>• Strong interpersonal skills and proven ability to provide leadership to a team</li><li>• Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking</li><li>• Effective Communication and decision-making Skills</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• To supervise, monitor &amp; administer Western Regional Office of the ICAI preferably regulating student and member activities.</li><li>• To supervise all regulatory functions and activities of all sections of Regional Office including Western India Regional Council</li><li>• To manage all work related to Members, Students &amp; CA firms</li><li>• To arrange to redress grievances of Members, Students and Firms</li><li>• To liaise with/handle queries of various Government bodies</li><li>• To ensure compliance of various advisories issued by the Head Office</li><li>• To arrange conduction of various ICAI programmes and events at Regional level</li><li>• To supervise all activities like sending various reports to Head Office, attending to the auditors, reconciliation of Members and Students fees, Filing of E-TDS returns.</li><li>• To ensure timely preparation of financial statements of the regional office and ensure compliance of accounting policies</li></ul>
<b>Age Limit</b>	<ul style="list-style-type: none"><li>• 40-45 years as on 31.03.2021</li></ul>
<b>Compensation</b>	<ul style="list-style-type: none"><li>• Rs. 15.6 lakhs per annum (approx.)</li></ul>

<b>Position</b>	<ul style="list-style-type: none"> <li>• <b>Executive Officer</b></li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• Initially based at Mumbai (Liable to be posted anywhere in India)</li> </ul>
<b>Qualification &amp; Experience Pre-requisite</b>	<ul style="list-style-type: none"> <li>• Chartered Accountant having minimum 5 years of experience in Accounting/Finance/Administration in Statutory/Regulatory/Professional Body/PSU/Industry</li> </ul>
<b>Skill Sets pre-requisite</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and collegially</li> <li>• Ability to deal with Managerial and Functional levels</li> <li>• Excellent administrative and organizational skills</li> <li>• Effective Communication and Decision-making skills</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>• To coordinate with internal and external stakeholders for smooth functioning of the Department/Committee</li> <li>• To perform various technical and administrative work relating to government organisations/regulatory bodies as and when required.</li> <li>• To study/analyse various technical documents/Act/Rules/Regulations related to Department/Committee</li> <li>• To prepare agenda, minutes and ATR for Council/Executive Committee meetings</li> <li>• To ensure compliance of decision taken by EC/Council and other Committees</li> <li>• To perform various activities related to successful conduct of various Programme/Workshops/Seminars and Orientation Programmes</li> <li>• To draft various letters /representations to be sent to Authorities/Regulators/Organisations</li> <li>• To finalise talking points/presentations required by Council Members/Dignitaries for various programmes/workshops etc.</li> <li>• To finalise reply to RTI applications as and when received by the Committee/Department</li> </ul>
<b>Age Limit</b>	<ul style="list-style-type: none"> <li>• 35-38 years as on 31.03.2021</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>• Rs. 11.4 lakhs per annum (approx.)</li> </ul>
<b>Position</b>	<ul style="list-style-type: none"> <li>• <b>Section Officer</b></li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• Initially based at Mumbai (Liable to be posted anywhere in India)</li> </ul>
<b>Qualification &amp; Experience Pre-requisite</b>	<ul style="list-style-type: none"> <li>• MBA/CS/CWA/LLB having minimum 5 years of experience in Accounting/Finance/Administration in Statutory/Regulatory/Professional Body/PSU/Industry</li> </ul>
<b>Skill Sets pre-requisite</b>	<ul style="list-style-type: none"> <li>• Excellent Communication Skill (Written and Verbal)</li> <li>• Ability to work independently and collegially</li> <li>• Ability to deal with Managerial and Functional levels</li> <li>• Excellent administrative and organizational skills</li> <li>• Effective Decision-making skills</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>• To provide technical and administrative support to the Department/Committee</li> <li>• To assist in preparing Agenda and Minutes of the Meetings of the Department/Committee</li> <li>• To assist in preparing various MIS reports for meetings of the Department/Committee</li> <li>• To assist in preparing Background Materials for seminars, workshops, etc.</li> <li>• To assist in making presentation on various Administrative/technical subjects</li> </ul>
<b>Age Limit</b>	<ul style="list-style-type: none"> <li>• 30-35 years as on 31.03.2021</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>• Rs. 9.3 lakhs per annum (approx.)</li> </ul>
<b>Position</b>	<ul style="list-style-type: none"> <li>• <b>Librarian (Gr. Assistant)</b></li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• Initially based at CoE Jaipur/Kolkata office/Kanpur office (Liable to be posted anywhere in India)</li> </ul>
<b>Qualification &amp; Experience Pre-requisite</b>	<ul style="list-style-type: none"> <li>• A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with consistent good academic record having minimum 3 years of post-qualification experience in a library of leading academic Institute or University.</li> </ul>
<b>Skill Sets pre-requisite</b>	<ul style="list-style-type: none"> <li>• Good written and oral communication skills in English language</li> <li>• Must have working experience on KOHA/Alice or other Library Management Software, Dspace and Library Technologies such as RFID etc.</li> <li>• Sound knowledge of computerization/digitalization of library</li> <li>• In-depth knowledge of library policies, procedures and practices</li> <li>• Knowledge of bibliographic management tools and technology</li> <li>• Proficient in standard office management software applications</li> <li>• Knowledge of proper research methodology</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>• To assist the Librarian in offering the library services to the faculty and the students</li> <li>• To assist the faculty and students to procure books, articles and other teaching and research materials</li> <li>• To assist the Sr. Librarian in various other activities such as acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users</li> <li>• To assist in selecting, developing, cataloguing and classifying library resources.</li> <li>• To liaise with departmental academic staff, external organizations and book suppliers.</li> <li>• To upkeep library records and equipments</li> </ul>
<b>Age Limit</b>	<ul style="list-style-type: none"> <li>• 27-30 years as on 31.03.2021</li> </ul>
<b>Compensation</b>	<ul style="list-style-type: none"> <li>• Rs. 8.8 lakhs per annum (approx.)</li> </ul>

**Application will be accepted in ICAI's Structured format only (available on the website of the Institute)**

ICAI holds the right to relax any eligibility criteria for deserving candidates and its decision regarding Eligibility, shortlisting of candidates, conduct of Interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.

Interested candidates may send their application in Structured format through email at [recruitwro@icai.in](mailto:recruitwro@icai.in) or can send through speed post to Assistant Secretary - HR, The Institute of Chartered Accountants of India, ICAI Bhawan, I.P.Marg, New Delhi-110002, superscribing on the envelope "**Application for the post of \_\_\_\_\_**" within 15 days from date of release of this advertisement.

**Application Form**