



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
**(Statutory body under an Act of Parliament)**  
**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 the fantastic 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 our expansion plan, we are looking for experienced and dynamic human resources at **Kolkata (Headquarters), Delhi and Hyderabad** to plan, organize and develop student, membership and professional development activities:

<b>ADDITIONAL SECRETARY</b>	2 Posts
<b>DIRECTOR</b>	3 Posts
<b>DEPUTY DIRECTOR</b>	1 Post
<b>ASSISTANT DIRECTOR</b>	18 Posts
<b>SENIOR OFFICER</b>	14 Posts

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 31<sup>st</sup> May, 2012. Hard copies of the application will not be accepted.**



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**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 Senior Officers and Assistant Directors. For the post of Deputy Directors, it will be based on Group Discussion and Interview. For the posts of Director and Additional Secretary, it will be based on Interview only.
8. The candidates applying for a particular post should ensure to possess relevant experience for the post advertised for. The management of the Institute may consider relaxation in age limit for candidates possessing adequate relevant experience.
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.



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Sl. No.	Name of the Post, Place of Posting & Scale of Pay	No. of Posts	Qualifications	Post Professional Qualification Relevant Executive Experience	Age Limit	Annual CTC
1.	Additional Secretary  Headquarters, Kolkata - 1  Delhi Office - 1  {(PB-4) Rs.37400 - 67000 with Grade Pay Rs.10000/-; Entry Pay Rs.56230/-}	2	<b><u>Additional Secretary</u></b> a) Must be Masters Degree or Bachelors Degree holder with good academic background. b) Must be a member of the Institute of Cost Accountants of India and member of the Institute of Company Secretaries of India desirable.	Minimum 18 years (For details, refer to Annexure 1).	45–55 years	Rs.18.86 lakhs (approx.)
2.	Director  Director (Information Technology) Headquarters, Kolkata - 1  Director (Advanced Studies )	3	<b><u>Director (Information Technology)</u></b> a) Must be Masters Degree or Bachelors Degree holder in engineering or technology with good academic background. b) Must be an astute Full-time Master in Computer Applications or Master in Information Technology from a premier University.  <b><u>Director (Advanced Studies)</u></b> a) Must be Masters Degree	Minimum 15 years (For details, refer to Annexure 2).	40–50 years	Rs.16.12 lakhs (approx.)





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			Computer Applications will be preferred.			
3.	Deputy Director (Liaison and Public Relations) Delhi Office  {(PB-3) Rs.15600-39100 with Grade Pay Rs.7600/-; Entry Pay Rs.29500/-}	1	<b><u>Deputy Director (Liaison and Public Relations)</u></b> a) Must be Masters Degree or Bachelors Degree holder with good academic background. b) Must be a member of The Institute of Cost Accountants of India with excellent academic background. c) Additional qualification like ACA or MBA (Finance)/(business communication from a premier Management Institution or Master of Economics/Commerce /Statistics from a reputed University will be preferred. d) Degree/Diploma in Computer Applications will be preferred.	Minimum 7 years (For details, refer to Annexure 3).	35–40 years	Rs.9.48 lakhs (approx.)
4.	Assistant Director Headquarters, Kolkata – 12 posts  Studies (Academics) – 2, Human Resources	18	<b><u>Studies (Academics)</u></b> a) Must be Masters Degree or Bachelors Degree holder with good academic background. b) Must be a member of The Institute of Cost Accountants of India with	Minimum 5 years (For details, refer to Annexure 4).	30–35 years	Rs.7.77 lakhs (approx.)



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<p>&amp; Administration – 1,  Information Technology – 1,  Membership - 2  Disciplinary &amp; Legal – 1  Professional Development - 1  Continuing Education Programme - 1  Examination - 1  Finance - 1  Internal Control &amp; Systems - 1  Delhi Office – 6 posts  Training &amp; Placement - 1  Technical – 1  Professional Development - 1  Continuing Education Programme – 2  International Affairs - 1</p>		<p>excellent academic background.</p> <p>c) Additional qualifications like ACA/FCA or ACS/FCS or Full-time MBA (Finance) from a premier Management Institute or Master of Economics from a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p><b><u>Human Resources &amp; Administration</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Full-time MBA (HR) or MSW from a premier Management Institute/reputed University.</p> <p>c) Additional qualification on public administration will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p><b><u>Information Technology</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p>			
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	<p>{(PB-3) Rs.15600-39100 with Grade Pay Rs.6600/-; Entry Pay Rs.25350/-}</p>		<p>b) Must be an astute Full-time Master in Computer Applications or Master in Information Technology from a premier University.</p> <p>c) Additional qualification in ERP package, System Administrator, .Net System, Database Management.</p> <p style="text-align: center;"><b><u>Membership</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualifications like ACA/FCA or ACS/FCS or Full-time MBA (Finance) from a premier Management Institute or Master of Economics from a premier University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Disciplinary &amp; Legal</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good</p>			
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			<p>academic background.</p> <p>b) Must be a Full-time LLB (five years) from a premier University.</p> <p>c) Additional qualifications like ACS/FCS will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Professional Development</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualifications like ACA/FCA or Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute or Master of Economics from a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Continuing Education Programme</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p>			
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			<p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualifications like ACA/FCA or Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute or Master of Economics from a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Examination</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualifications like ACA/FCA or ACS/FCS will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Finance</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good</p>			
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			<p>academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualification like ACA/FCA or Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications with exposure to handling ERP/Accounting packages will be preferred.</p> <p style="text-align: center;"><b><u>Internal Control &amp; Systems</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualification like ACA/FCA or Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred.</p> <p>d) Additional qualification like Diploma in Systems Audit (CISA) or other related programs from a reputed Institution are</p>			
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			<p>desirable.</p> <p>e) Degree/Diploma in Computer Applications with exposure to handling ERP/Accounting packages will be an added advantage.</p> <p style="text-align: center;"><b><u>Training &amp; Placement</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualifications like ACA/FCA or ACS/FCS or Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute or Master of Economics from a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Technical</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with</p>			
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			<p>excellent academic background.</p> <p>c) Additional qualification like ACA/FCA or Full-time MBA (Finance) from a premier Management Institute or Master of Economics/Statistics from a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>International Affairs</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a Master in International Affairs or International Business from a reputed University or Institution with excellent academic background.</p> <p>c) Additional qualification like membership of The Institute of Cost Accountants of India or ACA/FCA or Full-time MBA (Finance) from a premier Management Institute or Master of Economics from a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p>			
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5.	<p>Senior Officer</p> <p>Headquarters, Kolkata – 10 posts</p> <p>Research &amp; Journal - 2</p> <p>Examination – 1</p> <p>Membership – 1</p> <p>Disciplinary &amp; Legal – 1</p> <p>Secretariat - 1</p> <p>Finance - 1</p> <p>Professional Development - 1</p> <p>Continuing Education Programme - 1</p> <p>Internal Control &amp; Systems - 1</p> <p>Delhi Office – 4 posts</p> <p>Continuing Education Programme - 2</p> <p>Technical – 2</p> <p>{{(PB-2) Rs.9300 - 34800 with Grade Pay Rs.5400/-;</p>	14	<p style="text-align: center;"><b><u>Research &amp; Journal</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of the Institute of Cost Accountants of India.</p> <p>c) Additional qualification like Full-time MBA (Finance) from a premier Management School/University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Examination</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of the Institute of Cost Accountants of India.</p> <p>c) Additional qualification like Full-time MBA (Finance) from a premier Management School/University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Membership</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder</p>	28–35 years	Rs.6.30 lakhs (approx.)
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Entry Pay Rs. 20280/-}			<p>with good academic background.</p> <p>b) Must be a member of the Institute of Cost Accountants of India.</p> <p>c) Additional qualification like Full-time MBA (Finance) from a premier Management School/University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Disciplinary &amp; Legal</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with Good academic background.</p> <p>b) Must be a Full-time LLB (five years) from a premier University of excellent academic background.</p> <p>c) Additional qualification like ACS/FCS will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Secretariat</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of the Institute of Cost Accountants of India or the Institute of Company Secretaries of India.</p>		
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			<p>c) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Finance</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualification like ACA/FCA or Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications with exposure to handling ERP/Accounting packages will be an added advantage.</p> <p style="text-align: center;"><b><u>Professional Development</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualification like ACA/FCA or Full-time MBA (Finance) or MBA (Marketing) from a premier Management</p>			
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			<p>Institute or Master of Economics from a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Continuing Education Programme</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.</p> <p>c) Additional qualification like ACA/FCA or Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute or Master of Economics from a reputed University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p> <p style="text-align: center;"><b><u>Internal Control &amp; Systems</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of The Institute of Cost Accountants of India with</p>		
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			<p>excellent academic background.</p> <p>c) Additional qualification like ACA/FCA or Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred.</p> <p>d) Additional qualification like Diploma in Systems Audit (CISA) or other related programs from a reputed Institution are desirable.</p> <p style="text-align: center;"><b><u>Technical</u></b></p> <p>a) Must be Masters Degree or Bachelors Degree holder with good academic background.</p> <p>b) Must be a member of the Institute of Cost Accountants of India.</p> <p>c) Additional qualification like Full-time MBA (Finance) from a premier Management School/University will be preferred.</p> <p>d) Degree/Diploma in Computer Applications will be preferred.</p>			
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**Annexure 1**

**Additional Secretary**

● **Qualification (Common for both the posts at Headquarters, Kolkata & Delhi Office)**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of the Institute of Cost Accountants of India and member of the Institute of Company Secretaries of India desirable.

● **Age (Common for both the posts at Headquarters, Kolkata & Delhi Office)**

45 – 55 years.

● **Place of posting**

- (a) Headquarters, Kolkata – 1 post.
- (b) Delhi Office – 1 post.

● **Experience for Headquarters of the Institute at Kolkata:**

- a) Minimum of 18 years of relevant experience, out of which at least 12 years experience in senior management levels in Professional Institutes/University/ Educational Institutions/ Government/ Industry and/or other Service Sectors. Exposure to computer applications and use will be an advantage.
- b) A dynamic person capable of managing the office of the Institute at Headquarters, Kolkata under the supervision and control of the Secretary of the Institute.
- c) Demonstrated knowledge and experience in general administration, secretarial, legal and allied matters.
- d) Should have thorough knowledge of Acts, Rules and Regulations pertaining to Professional Institutes.
- e) Should have thorough knowledge of managing Council/Managing Committee meetings in Professional Institutes/University/ Educational Institutions.
- f) Should have thorough knowledge on Committee form of management and proceedings thereof.
- g) Shall report to the Secretary of the Institute and coordinate the activities at the Headquarters, Kolkata of the senior executives like Senior Directors, Directors, Additional Directors, Joint Secretary, Joint Directors, Deputy Directors etc. of various departments like Administration, Finance, Research & Journal, Studies, Examination, Members'



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Services, Training & Placement, Professional Development, Continuing Education Programme, Certificate in Accounting Technicians, etc.

- h) Will have to interact with Government, Industry, Educational and Professional Institutes, Universities and National & International Accounting Bodies.

● **Experience for Delhi Office of the Institute:**

- a) Minimum of 18 years of relevant experience, out of which at least 12 years experience in senior management levels in Professional Institutes/University/ Educational Institutions/ Government/ Industry and/or other Service Sectors. Exposure to computer applications and use will be an advantage.
- b) A dynamic person capable of managing the office of the Institute at Delhi under the supervision and control of the Secretary of the Institute.
- c) Demonstrated knowledge and experience in general administration, secretarial, technical, financial and allied matters.
- d) Should have thorough knowledge of technical matters pertaining to Professional Institutes.
- e) Should have thorough knowledge and experience in Cost Accounting Rules, Records and Standards.
- f) Should have thorough knowledge on Committee form of management and proceedings thereof.
- g) Shall report to the Secretary of the Institute and coordinate the activities at Delhi Office of the senior executives like Senior Directors, Directors, Additional Directors, Joint Secretary, Joint Directors, Deputy Directors etc. of various departments like Administration, Finance, Technical Affairs, Professional Development, Continuing Education Programme, International Affairs, Public Relations, Certificate in Accounting Technicians, etc.
- h) Will have to interact with Government, Industry, Educational and Professional Institutes, Universities and National & International Accounting Bodies.

● **Communication and client relations (Common for both the posts at Headquarters, Kolkata & Delhi Office):**

- a) An excellent record of sharing information with colleagues, members, students and staff at all levels of the Institute.
- b) A record of promptly responding to all stakeholders and successfully conducting policy dialogue.

● **Interpersonal skills (Common for both the posts at Headquarters, Kolkata & Delhi Office):**



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

**Annexure 2**

**Director (Information Technology)**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder in engineering or technology with good academic background.
- b) Must be an astute Full-time Master in Computer Applications or Master in Information Technology from a premier University.

● **Age**

40 – 50 years.

● **Place of posting**

Headquarters, Kolkata – 1 post.

● **Experience**

- a) Minimum of 15 years of relevant experience.
- b) Demonstrated knowledge of and experience in system & Technology up gradation.
- c) Expertise in IT architecture.

● **Conceptual and analytical skills:**

- a) A creative, sharp intelligence that can conceptualize and think through issues, and provide value addition in IT architecture, Technology up gradation and system administration.
- b) Ability to think “out of the box” and to help constituents of the institute to develop a flexible and creative approach to ERP implementation.

● **Time management:**

- a) A record of prioritizing and managing time to deliver high priority and top quality IT services.



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- b) A record of capability to manage significant uncertainties in the IT system & Technology up gradation and to undertake a range of tasks simultaneously.

● **Communication and client relations:**

- a) An excellent record of sharing information with colleagues, students and staff at all levels of the institute.  
b) A record of promptly responding to stakeholders request and successfully conducting policy dialogue.

● **Interpersonal skills:**

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

**Director (Advanced Studies)**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.  
b) Must be a member of the Institute of Cost Accountants of India and Ph.D in Finance or Economics or Management with excellent academic background.  
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**

40 – 50 years.

● **Place of posting**

Hyderabad Centre of Excellence, Hyderabad – 1 post.



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● **Experience**

- a) Minimum of 15 years of relevant experience.
- b) Demonstrated knowledge and experience in the field of finance or economic research.
- c) Experience in development of new innovative courses for enhancement of knowledge and skills of the members
- d) Exposure to computer applications and use will be an advantage.

● **Conceptual and analytical skills:**

- a) A creative, sharp intelligence that can conceptualize and think through issues, and provide value and interested in improving the Research & Development activities.
- b) Ability to think “out of the box” and to help constituents of the Institute to develop a flexible and creative approach to research and journal section.

● **Time management:**

- a) A record of prioritizing and managing time to deliver high priority and top quality Publications.
- b) A record of capability to manage significant uncertainties in the Research & Development Programs and to undertake a range of tasks simultaneously.

● **Communication and client relations:**

- a) An excellent record of sharing information with colleagues, students and staff at all levels of the institute.
- b) A record of promptly responding to Students and other stakeholders request and successfully conducting policy dialogue.

● **Interpersonal skills:**

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



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**Director (Technical)**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualification like ACA or MBA (Finance) from a premier Management Institution or Master of Economics from a reputed University will be preferred.
- d) Degree/Diploma in Computer Applications will be preferred.

● **Age**

40 – 50 years.

● **Place of posting**

Delhi Office – 1 post.

● **Experience**

- a) Minimum of 15 years of relevant experience.
- b) Demonstrated knowledge of and experience in Cost Accounting Rules & Records.
- c) Expertise in making, improving and transforming Cost Accounting Rules & Records relating to different industries in view of changing economic and financial environment .
- d) Expertise to present the Institute to Government and other bodies with conceptual clarity, unity of purpose and persuasive skill.

● **Conceptual and analytical skills:**

- a) A creative, sharp intelligence that can conceptualize and think through issues, and provide value and interested in improving the Cost Accounting Records & Rules.



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- b) Ability to think “out of the box” and to help constituents of the institute to develop a flexible and creative approach to professional strategies.

● **Time management:**

- a) A record of prioritizing and managing time to deliver high priority and top quality products.
- b) A record of capability to manage significant uncertainties in the Government /other regulations and to undertake a range of tasks simultaneously.

● **Communication and client relations:**

- a) An excellent record of sharing information with colleagues, students and staff at all levels of the institute.
- b) A very good articulation skill both in oral and written communication to present the stake holders interests skillfully.

● **Interpersonal and diplomatic skills:**

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

**Annexure 3**

**Deputy Director (Liaison and Public Relations)**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualification like ACA or MBA (Finance)/(business communication from a premier Management Institution or Master of Economics/Commerce/Statistics from a reputed University will be preferred.
- d) Degree/Diploma in Computer Applications will be preferred.



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● **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.
- c) Have firm & fair approach and have empathetic views in addressing employee issues.

**Annexure 4**

**Assistant Director – Studies (Academics)**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualifications like ACA/FCA or ACS/FCS or Full-time MBA (Finance) from a premier



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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 – 2 posts.

● **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 – Human Resources & Administration**

● **Qualification**



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- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Full-time MBA (HR) or MSW from a premier Management Institute/reputed University.
- c) Additional qualification on public administration 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 experience in relevant field.
- b) Demonstrated ability to handle administrative matters and compensation management.
- c) Expertise in handling Performance Management System and Training & Placement.
- d) Expertise in handling recruitment and exit interview.
- e) 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) Expertise to separate issues from personality and act appropriately.
- d) Have firm & fair approach and have empathetic views in addressing employee issues.

**Assistant Director – Information Technology**

● **Qualification**



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- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be an astute 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 Upgradation.
- 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.
- c) A record of promptly responding to students and other stakeholders request and successfully conducting policy dialogue.

● **Interpersonal skills:**

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



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**Assistant Director – Membership**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualifications like ACA/FCA or ACS/FCS or 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.



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● **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 – Disciplinary & Legal**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a Full-time LLB (five years) from a premier University.
- c) Additional qualifications like ACS/FCS 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) Organization and administrative deft in handling disciplinary and legal matters & court cases efficiently and initiating disciplinary action to protect the image of profession.
- c) Should have practical experience of handling court related matters under a practising advocate.
- d) Indepth knowledge of handling disciplinary and legal matters.
- e) Expertise in handling court procedure.
- f) Liaison with advocates/solicitors.
- g) Ability to articulate precise points of disputes and can provide analytical framework for resolution.
- h) Can appropriately analyze provisions various acts, rules and regulations.



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- i) Should have working knowledge of computers.

● **Time management:**

- a) A record of prioritizing and managing time to deliver high priority issues relating to disciplinary and legal matters.
- b) A record of capability to manage significant uncertainties in the different disciplinary and legal 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) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualifications like ACA/FCA or Full-time MBA (Finance) or MBA (Marketing) from a premier Management Institute or Master of Economics from a reputed University will be preferred.



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d) Degree/Diploma in Computer Applications will be preferred.

● **Age**

30 – 35 years

● **Place of posting**

(a) 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) Helping in networking with different Government institutions / Corporate houses for conducting training of their employees.
- d) Expertise in arranging relevant training 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 training 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) 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.



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● **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 – Continuing Education Programme**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualifications like ACA/FCA or 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.

● **Age**

30 – 35 years

● **Place of posting**

- (a) Headquarters, Kolkata – 1 post.
- (b) Delhi Office – 2 posts.

● **Experience**

- a) Minimum of 5 years of relevant experience.



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- 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) 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 – Examination**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.



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- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualifications like ACA/FCA or ACS/FCS 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) Demonstrated knowledge of and experience in handling activities relating to examination centers like selecting centers, appointing moderators/observers, material distribution, checking bills and other routine activities.
- c) Demonstrated knowledge of experience in coordinating with examiners, paper setters, & moderators, distribution answer sheets & tabulation and other routine activities.
- d) Good knowledge of and experience in handling day to day administrative matters like printing & despatch of materials and processing of bills.
- e) Experience in handling debacles of examination centers and providing solution immediately for smooth and timely conduct of examination in different Examination centres.
- f) Experience in handling emergencies with examiners, paper setters and tabulators.

● **Team work:**



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- a) Success in working in teams both as a team member and a team leader.
- b) Strong believer of “Together Everyone Achieves Miracles.”
- c) Ability to deal with different Chapters.
- d) Ability to get along with different examiners paper setters and tabulators.

● **Time management:**

- a) A record of prioritizing and managing time for smooth conduct of examination.
- b) A record of capability to manage significant uncertainties in the Examination centres or setting questions, examining and tabulating answer scripts.

● **Communication and client relations:**

- 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.

● **Interpersonal and diplomatic skills:**

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

**Assistant Director – Finance**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualification like ACA/FCA or 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/Accounting packages will be preferred.

● **Age**

30 – 35 years.



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● **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.



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● **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) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualification like ACA/FCA or Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred.
- d) Additional qualification like Diploma in Systems Audit (CISA) 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 an added advantage.

● **Age**

30 – 35 years.

● **Place of posting**

Headquarters, Kolkata – 1 post.



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● **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



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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) 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 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 – Training & Placement**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualifications like ACA/FCA or ACS/FCS or Full-time MBA (Finance) or MBA



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(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.

● **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.



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**Assistant Director – Technical**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualification like ACA/FCA or Full-time MBA (Finance) from a premier Management Institute or Master of Economics/Statistics from a reputed University 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) Very good experience of and experience in Cost Accounting Rules & Records.
- c) Expertise in making, improving and transforming Cost Accounting Rules & Records relating to different industries in view of changing economic and financial environment.



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- d) Expertise to present the Institute to Government and other bodies with clarity of purpose, unity of direction and persuasive skill.

● **Conceptual and analytical skills:**

- a) A creative, sharp intelligence that can conceptualize and think through issues, and provide value and interested in improving the Cost Accounting Records & Rules.
- b) Ability to think “out of the box” and to help constituents of the institute to develop a flexible and creative approach to professional strategies.

● **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 products.
- b) A record of capability to manage significant uncertainties and undertake a range of tasks simultaneously.

● **Communication and client relations:**

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

● **Interpersonal and diplomatic skills:**

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

**Assistant Director – International Affairs**



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● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a Master in International Affairs or International Business from a reputed University or Institution with excellent academic background.
- c) Additional qualification like membership of The Institute of Cost Accountants of India or ACA/FCA or 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**

Delhi Office – 1 post.

● **Experience**

- a) Minimum of 5 years of relevant experience.
- b) Good knowledge of and experience in coordinating international affairs.
- c) Good experience in dealing with International bodies and Financial Institutions.
- d) Good experience in liaison / networking with different Government and other bodies

● **Conceptual and analytical skills:**

Ability to analyze and think through issues and to suggest possible action plan.

● **Team work:**

- a) Success in working in teams both as a team member and team leader.



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- b) Strong believer of “Together Everyone Achieves Miracles”.
- c) Able to get along well with cross-functional teams.

● **Time management:**

- a) Able to prioritize issues and manage time effectively.
- b) Capability to manage uncertainties and to undertake a range of tasks simultaneously.

● **Communication and client relations:**

- a) Demonstrated ability to communicate effectively.
- b) A good record of sharing information with different stakeholders of the institute.

● **Interpersonal and diplomatic skills:**

Ability to deal with people without emotional outburst.

**Annexure 5**

**Senior Officer - Research & Journal**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of the Institute of Cost Accountants of India.
- c) Additional qualification like Full-time MBA (Finance) from a premier Management School/University will be preferred.



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d) 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 finance or economic research.
- 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) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of the Institute of Cost Accountants of India.
- c) Additional qualification like Full-time MBA (Finance) from a premier Management School/University will be preferred.



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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 centers like selecting centers, appointing moderators/observers, material distribution, checking bills and other routine & allied activities.
- c) Demonstrated knowledge of 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) Experience handling matters connected with examination centers and provide solution immediately for smooth and timely conduct examination in different examination centres.
- f) Experience in handling emergencies with examiners, paper setters and tabulators.
- g) 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.



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- d) Capacity to interact effectively with a range of stakeholders with in and outside the Institute.

**Senior Officer - Membership**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of the Institute of Cost Accountants 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) Organization 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.

● **Communication and interpersonal skills:**



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- a) Should have command over written and oral communication in English.
- b) A keen attitude to maintain confidentiality and professional integrity.

**Senior Officer – Disciplinary & Legal**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a Full-time LLB (five years) from a premier University of excellent academic background.
- c) Additional qualification like ACS/FCS 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) Organization and administrative deft in handling disciplinary and legal matters & court cases efficiently and initiating disciplinary action to protect the image of profession.
- c) Should have practical experience of handling court related matters under a practising advocate.
- d) Indepth knowledge of handling disciplinary and legal matters.



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- e) Expertise in handling court procedure.
- f) Liaison with advocates/solicitors.
- g) Ability to articulate precise points of disputes and can provide analytical framework for resolution.
- h) Can appropriately analyze provisions various acts, rules and regulations.
- i) 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 – Secretariat**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of the Institute of Cost Accountants of India or 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.



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● **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.

**Senior Officer – Finance**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualification like ACA/FCA or 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/Accounting



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packages will be an added advantage.

- **Age**

28 – 35 years.

- **Place of posting**

Headquarters, Kolkata – 1 post.

- **Experience**

- Minimum of 3 years of relevant experience.
- Adequate knowledge of and experience in compilation of final accounts.
- Adequate knowledge of and experience in taxation matters including filing various returns.
- Adequate knowledge of and experience in financial management.
- Good knowledge and experience in dealing with various banks.
- Good knowledge and experience in settlement of various employee and party claims.
- Capability of handling P.F., Gratuity and other claims on superannuation of employees.

- **Communication and interpersonal skills:**

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



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**Senior Officer – Professional Development**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualification like ACA/FCA or 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.

● **Age**

28 – 35 years

● **Place of posting**

Headquarters, Kolkata – 1 post.

● **Experience**

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

● **Communication and interpersonal skills:**



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- 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) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualification like ACA/FCA or 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.

● **Age**

28 – 35 years

● **Place of posting**

- (a) Headquarters, Kolkata – 1 post.
- (b) Delhi Office – 2 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.



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● **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 – Internal Control & Systems**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of The Institute of Cost Accountants of India with excellent academic background.
- c) Additional qualification like ACA/FCA or Full-time MBA (Finance) from a premier Management Institute or a reputed University will be preferred.
- d) Additional qualification like Diploma in Systems Audit (CISA) 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 an added advantage.

● **Age**

28 – 35 years.

● **Place of posting**

Headquarters, Kolkata.

● **Experience**

- a) Minimum of 3 years of relevant experience.



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- b) Adequate knowledge of and experience in all aspects of Internal Controls and Internal Audit :
- (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) Ability to:
- (i) Understand and assess the risks and evaluate the adequacies of the prevalent internal controls.
  - (ii) Identify areas for systems improvement and strengthening controls.
  - (iii) Ensure proper and timely identification of liabilities, including contingent liabilities of the Institute.
  - (iv) Ensure compliance with internal and external guidelines and policies of the Institute as well as the applicable statutory and regulatory requirements.
  - (v) Safeguard 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.
- **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.



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**Senior Officer - Technical**

● **Qualification**

- a) Must be Masters Degree or Bachelors Degree holder with good academic background.
- b) Must be a member of the Institute of Cost Accountants 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.