



## 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 regulating the profession of Chartered Accountancy in the country. During its glorious existence of 70 years, ICAI has achieved recognition as a global second largest Accountancy Body. The ICAI requires human resource with proven knowledge and ability for the following position based in Delhi/Mumbai:

<b>Position</b>	<b>Deputy Secretary (Journal)</b>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"><li>• Post Graduate Degree in English/Social Sciences.</li><li>• Diploma in Journalism/Mass Communication is desirable</li><li>• Having minimum 15 years of post-qualification experience with Media/Publishing environment.</li></ul>
<b>Skill Sets required</b>	<ul style="list-style-type: none"><li>• Excellent Communication Skill (Written and Verbal)</li><li>• Effective managerial skills</li><li>• Ability to work independently and collegially</li><li>• Ability to face new challenges</li><li>• Excellent administrative and organizational skills</li><li>• Working knowledge of Adobe/InDesign/Excel</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• To develop and source content and articles for the Journal</li><li>• To edit and proof read the content and then send it for approval of the Competent Authority</li><li>• To supervise, monitor and co-ordinate printing of the Journal &amp; its regular circulation to more than 2,70,000 subscribers within India and abroad</li><li>• To create and modify the journal content to be hosted on the website</li><li>• To ensure that the journal details and content are in compliance with the Advisory, Newsletter or Terms of Reference of the Editorial Board</li><li>• To ensure that all statutory and compliance obligations are adhered to</li></ul>
<b>Age Limit</b>	<ul style="list-style-type: none"><li>• Not exceeding 45 years (as on 31.07.2019)</li></ul>
<b>Compensation</b>	<ul style="list-style-type: none"><li>• Rs. 20 lakhs per annum (approx.)</li></ul>

ICAI holds the right to relax the 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 through email at [recruitmentjournal@icai.in](mailto:recruitmentjournal@icai.in) or can send through speed post to Joint Director - 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 Deputy Secretary (Journal)" within 15 days from the date of release of advertisement.

### Application Form