



# 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 technically par excellent, professionally successful, academically brilliant and administratively capable human resources for the following positions:

<b>Position</b>	<ul style="list-style-type: none"><li>• <b>Joint Secretary</b></li></ul>
<b>Qualification &amp; Experience Pre-requisite</b>	<ul style="list-style-type: none"><li>• Post Graduate Degree in Management with HR Specialisation from recognised University having minimum 15 years of post-qualification experience in handling entire gamut of Human Resource activities</li><li>• A Degree in Law would be an added qualification.</li></ul>
<b>Skill Sets pre-requisite</b>	<ul style="list-style-type: none"><li>• Critical thinking and problem-solving skills</li><li>• Great interpersonal and communication skills</li><li>• Ability to work independently and collegially</li><li>• Ability to face new challenges</li><li>• Excellent administrative and organizational skills</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• To identify and determine manpower needs of various Departments/Committees</li><li>• To develop a sustainable talent acquisition &amp; retention strategies</li><li>• To implement robust performance management system</li><li>• To automate various activities within HR department</li><li>• To implement best industry practices for employee engagement and motivation</li><li>• To ensure skills enhancement and leadership development across organization</li><li>• To lead a team of professionals</li><li>• Supervising various activities within HR function</li></ul>
<b>Minimum Age</b>	<ul style="list-style-type: none"><li>• 40 years as on 31.7.2020</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>Assistant Secretary</b></li></ul>
<b>Qualification &amp; Experience Pre-requisite</b>	<ul style="list-style-type: none"><li>• Post Graduate Degree in Management with HR Specialisation from recognised University having minimum 7 years of post-qualification experience in handling entire gamut of Human Resource activities</li><li>• A Degree in Law would be an added qualification.</li></ul>
<b>Skill Sets pre-requisite</b>	<ul style="list-style-type: none"><li>• Critical thinking and problem-solving skills</li><li>• Great interpersonal and communication skills</li><li>• Ability to face new challenges</li><li>• Excellent administrative and organizational skills</li><li>• Ability to foster healthy employee relations</li></ul>
<b>Job Profile</b>	<ul style="list-style-type: none"><li>• To plan manpower needs and manage entire recruitment process</li><li>• To ensure induction and orientation program for new recruits</li><li>• To draft and update job descriptions</li><li>• To ensure appropriate performance parameters are determined and implemented</li><li>• To identify training and development opportunities and organize training sessions, workshops and other activities as per need of the Staff working in the Institute</li><li>• To provide assistance to the Head of the Department and staff as and when required</li></ul>
<b>Minimum Age</b>	<ul style="list-style-type: none"><li>• 30 years as on 31.7.2020</li></ul>
<b>Compensation</b>	<ul style="list-style-type: none"><li>• Rs. 14 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 [recruitment@icai.in](mailto:recruitment@icai.in) or can send through speed post to Additional 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 the date of release of advertisement.