



# 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 glorious existence of 70 years, ICAI has achieved recognition as a second largest global Accountancy Body. ICAI requires legally sound and administratively capable human resources for the following positions for its Legal Department:

|                                       |   |
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| <b>Position</b>                       | <b><i>Joint Secretary</i></b>   |
| <b>Qualification &amp; Experience</b> | <ul style="list-style-type: none"><li>• A Full time Bachelor's Degree holder in Law from recognised University/reputed Institute with minimum 15 years of post-qualification experience in handling disciplinary matters</li><li>• A Post-Graduate Degree in law would be an added qualification</li></ul>  |
| <b>Skill Sets required</b>            | <ul style="list-style-type: none"><li>• Having sound knowledge of all legislations</li><li>• Familiarity with disciplinary procedures</li><li>• Excellent Communication(Written and Verbal) and Leadership Skill</li><li>• Must be technologically updated</li><li>• Excellent skills in the legal negotiation such as tender bidding and contract acquisition.</li><li>• Having administration and decision-making skills</li><li>• Must be proactive and self-motivated</li><li>• Ability to deal with Managerial and Employee levels</li></ul>   |
| <b>Job Profile</b>                    | <ul style="list-style-type: none"><li>• To handle court matters including various tasks such as pursuing the matters with the advocates, concerned departments/ decentralized offices, etc., counter affidavits, petitions, etc. in consultation with the advocates</li><li>• To render opinion on procedural aspects in disciplinary matters</li><li>• Responsible for drafting of Agreements, tender documents, lease and conveyance deeds, real estate matters, verification of title deeds, drafting of MOUs, dealing with Arbitration matters</li><li>• To assist disciplinary authorities of the Institute</li><li>• To handle non-disciplinary court cases filed by or against the Institute</li><li>• To attend court hearings in Disciplinary and Non-Disciplinary cases</li><li>• To deal with complaints under various Sections of the Chartered Accountants Act, 1949</li><li>• To provide legal opinion to the departments of the Institute and Management as and when required including vetting of tenders, agreements, MOUs and other legal documents etc.</li><li>• To supervise and administer other day-to-day functions of the Legal department</li></ul> |
| <b>Age as on 30.09.2020</b>           | <ul style="list-style-type: none"><li>• 45-50 Years</li></ul>   |
| <b>Compensation</b>                   | <ul style="list-style-type: none"><li>• Rs. 28 lakhs per annum (approx.)</li></ul>  |
| <b>Position</b>                       | <b><i>Deputy Secretary</i></b>  |
| <b>Qualification &amp; Experience</b> | <ul style="list-style-type: none"><li>• A Full time Bachelor's Degree holder in Law from recognised University/reputed Institute with minimum 12 years of post-qualification experience in handling disciplinary matters, familiar with disciplinary procedures, rendering of opinion on procedural aspects in disciplinary matters</li><li>• A Post-Graduate Degree in law would be an added qualification</li></ul>   |

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|-----------------------------|---|
| <b>Skill Sets required</b>  | <ul style="list-style-type: none"> <li>• Having sound knowledge of all legislations</li> <li>• Familiarity with disciplinary procedures</li> <li>• Excellent Communication Skill (Written and Verbal)</li> <li>• Must be technologically updated</li> <li>• Must be proactive and self-motivated</li> </ul>   |
| <b>Job Profile</b>          | <ul style="list-style-type: none"> <li>• To pursue court matters with the advocates, management and concerned departments.</li> <li>• To prepare counter affidavit in court matters in consultation with the advocates.</li> <li>• To brief lawyers about various matters and provide necessary documents to them.</li> <li>• To vet various clauses of agreements, MOUs.</li> <li>• To render legal opinion to various departments on various issues.</li> </ul> |
| <b>Age as on 30.09.2020</b> | <ul style="list-style-type: none"> <li>• 40-45 years</li> </ul>   |
| <b>Compensation</b>         | <ul style="list-style-type: none"> <li>• Rs.16 lakhs per annum (approx.)</li> </ul>   |

**Candidates who had applied earlier in response to our advertisement released in January, 2020 may not apply again.**

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 through email at [recruitmentlegal@icai.in](mailto:recruitmentlegal@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 advertisement.

**Application Form**