



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 position:

Position	<ul style="list-style-type: none">• Executive Officer
Area	<ul style="list-style-type: none">• Examination, Board of Studies, Disciplinary Directorate, Technical Committees such as CPE Directorate, Taxation etc.
Location	<ul style="list-style-type: none">• Initially based at Delhi/NCR (Liable to be posted anywhere in India)
Qualification & Experience Pre-requisite	<ul style="list-style-type: none">• Chartered Accountant having minimum 5 years of experience in Accounting/Finance/Administration in Statutory/Regulatory/Professional Body/PSU/Industry
Skill Sets pre-requisite	<ul style="list-style-type: none">• Excellent Communication Skill (Written and Verbal)• Ability to work independently and collegially• Ability to deal with Managerial and Functional levels• Excellent administrative and organizational skills• Effective Decision-making skills
Job Profile	<ul style="list-style-type: none">• To coordinate with internal and external stakeholders for smooth functioning of the Department/Committee• To perform various technical and administrative work relating to government organisations/regulatory bodies as and when required.• To study/analyse various technical documents/Act/Rules/Regulations related to Department/Committee• To prepare agenda, minutes and ATR for Council/Executive Committee meetings• To ensure compliance of decision taken by EC/Council and other Committees• To perform various activities related to successful conduct of various Programme/Workshops/Seminars and Orientation Programmes• To draft various letters /representations to be sent to Authorities/Regulators/Organisations• To finalise talking points/presentations required by Council Members/Dignitaries for various programmes/workshops etc.• To finalise reply to RTI applications as and when received by the Committee/Department
Upper Age Limit	<ul style="list-style-type: none">• 38 years as on 31.10.2020
Compensation	<ul style="list-style-type: none">• Rs. 11.4 lakhs per annum (approx.)

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 recruiteo@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 Executive Officer for Exam/BOS/Disciplinary/Technical Committees**" within 15 days from date of release of this advertisement.

Application Form