

Secretary:

No. of Position: 1

1. Required Qualification:

- (i) Must be a Fellow member of The Institute of Cost Accountants of India.
- (ii) Must be Masters degree holder with 55% marks and above.

2. Additional Qualification

Additional qualifications like member of the Institute of Company Secretaries of India, Institute of Chartered Accountants of India and degree in Law will be preferred.

3. Experience:

A minimum of 20 years of relevant field experience out of which at least 3 years' regular service with a Grade Pay of Rs. 10,000/- or equivalent (under 7 CPC) Or with 5 years of regular service with Grade Pay of Rs. 8,900/- or equivalent (under 7 CPC) in Professional Institute/Universities/Educational Institutes/ Government/Industries and /or service sectors. For Industries and other service sector 3 years' regular service with minimum CTC Rs 37 Lac per annum.

4. Age Limit:

50 years and no age limit for internal candidates.

5. Job Description:

i) The incumbent as 'Secretary' will be required to perform the functions of the Secretary of the Institute and will assist the Council in advising and framing the policies and shall discharge such duties as given in the Cost and Works Accountants Act, 1959 and Cost and Works Accountants Regulations, 1959 (both as amended from time to time) as also those assigned to him from time to time by the Council. The person selected should be able to take the profession to a higher level and enhance the role of the Institute in national and international level.

ii) The candidate should have suitable experience and must also have the ability to communicate effectively to interact with senior level officers in the Government departments, Regulatory bodies, Industry / Trade Associations, Chambers of Commerce and Professional bodies, etc.

iii) The incumbent should be adaptive in nature, having impeccable personal and professional ethics, integrity and professional competence and a strong ability of reach out to people across the globe for the cause of the profession of the Cost and Management Accounting and the Institute. The incumbent is expected to exhibit

exemplary leadership qualities, administrative acumen, objectivity in analysis and good interpersonal relationships within and outside the Institute.

iv) It is also expected that the incumbent will stay abreast of all relevant changes in the environment so as to enhance the quality of advice to the Council and the performance of the Institute.

v) Demonstrated knowledge and experience in administration, secretarial, legal, financial, academic and allied matters.

vi) Should have capacity to ensure the development of, and adherence to, operating policies, systems and practices that meet the standards of the Institute in order to achieve its objectives while maintaining accountability to its different stakeholders.

vii) Knowledge of Acts, Rules and Regulations pertaining to Professional Institutes will be preferred.

6. Place of Posting

New Delhi /NCR. The position requires extensive travelling.

7. Compensation

Entry pay Rs.2,50,000/- per month plus DA,HRA and perquisites as per the approved slab of the Institute.

8. Reporting

He shall report to the President of the Institute.

The incumbent shall take charge of Secretary upon superannuation of existing Secretary of the Institute.

Additional Secretary

No. of Position: 2

1. Required Qualification:

- i) Must be a fellow member of The Institute of Cost Accountants of India.
- ii) Must be Master degree holder with 55% marks and above.

2. Additional Qualification

Additional qualification like member of the Institute of Company Secretaries of India, Institute of Chartered Accountants of India and degree in Law will be preferred.

3. Experience:

A minimum 18 years of relevant experience out of which at least 3 years' regular service with a Grade Pay of Rs. 8,900/- or equivalent (under 7CPC) Or with 5 years of regular service with Grade Pay of Rs. 8,700/- or equivalent (under 7 CPC) in Professional Institute/ Universities/ Educational Institutes/ Government/Industries and /or service sectors. For Industries and other service sector 3 years' regular service with minimum CTC of Rs 33 Lac per annum.

4. Age Limit:

50 years and no age limit for internal candidates.

5. Job Description -

- i) Demonstrated knowledge and experience in general administration, secretarial, legal and allied matters.
- ii) Should have thorough knowledge of Acts, Rules and Regulations pertaining to Professional Institute and other relevant laws.
- iii) Should have thorough knowledge of managing Council/Managing Committee meetings in Professional Institutes/University/ Educational Institutions.
- iv) Should have thorough knowledge on formation of various Committees and proceedings thereof.
- v) Should have thorough knowledge of dealing with legal matters and conducting elections.

- vi) Should have operating & practical knowledge of the function of various Departments like Administration, Finance, Studies, Examination, Members' Services, Training & Placement, Technical, Professional Development etc.
- vii) Shall report to the Secretary of the Institute and coordinate the activities of the senior executives like Senior Directors, Directors, Additional Directors, Joint Secretary, Joint Directors, Deputy Directors etc. of various departments like Administration, Finance, Studies, Examination, Members' Services, Training & Placement, Technical, Professional Development etc.
- viii) Should have experience of interacting with Government, Industry, Educational and Professional Institutes/ Universities and National & International Accounting Bodies.
- ix) Should have good knowledge of computers.

6. Place of Posting

New Delhi / Kolkata / Anywhere in India.

7. Compensation

Entry pay Rs.1,82,200 /- per month plus DA, HRA and perquisites as per the approved slab of the Institute.

8. Reporting

Report to the Secretary of the Institute.

Director (Technical)

No. of Position: 1

1. Required Qualification:

- i) Must be a member of the Institute of Cost Accountants of India/ Institute of Company Secretaries of India/ Institute of Chartered Accountants.

2. Additional Qualification

- i) Additional qualification like member of the Institute of Cost Accountants of India, the Institute of Company Secretaries of India, Institute of Chartered Accountants of India will be preferred.

or

- ii) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions.
 - a) MBA or equivalent qualification (Full time only).
 - b) Ph. D in Finance/ Commerce/ Management.

3. Experience:

A minimum of 15 years of post-qualification experience out of which at least 3 years' regular service with a Grade Pay of Rs. 8,700/- or equivalent (under 7 CPC) Or with 5 years of regular service with Grade Pay of Rs. 7,600/- or equivalent (under 7CPC) in Professional Institute/ Universities/ Educational Institutes/ Government/ Industries and /or service sectors. For Industries and other service sector 3 years' regular service with minimum CTC of Rs 24 Lac per annum.

4. Job Description:

- i) Assure full support to the Cost Accounting Standards Board, Cost Auditing and Assurance Standards Board in Development and Revision of Standards and Guidance Notes.
- ii) Conducting meetings.
- iii) Assist the Board in the issuance of clarifications on CASs, related presentations, advisories and technical papers.
- iv) Organising events.

- v) Assist the Board in the issuance of clarifications on SCAs, FAQs, related presentations, advisories and technical papers.
- vi) Liaison with Cost Audit Branch for approval of SCAs.
- vii) Assure full support to the Cell in responding to the queries raised by the members and stakeholders on the Technical Matters such as Cost Rules, CASs, SCAs etc.
- viii) Conduct of Technical Cell meetings.
- ix) Responsible for development of Technical publications and guides.
- x) Responsible for issuance of advisories and technical guidance to the members.
- xi) Development of Peer Review Manual.
- xii) Development of FAQs on Peer Review.
- xiii) Conduct of PRB meetings.
- xiv) Assure full support to the Board in issuance of FAQs, presentations, advisories and other relevant papers relating to the Peer Review.
- xv) Coordination with the QRB of the Institute in the matters relating to PRB.
- xvi) Issuance of related reports for the Council.
- xvii) Full support to the PD Department.
- xviii) Offering inputs on Technical papers and matters as assigned by the President / Council/ Secretary.
- xix) Full technical support to the National/International events of the Institute.
- xx) Offering Inputs to the representations sent to various stakeholders on Technical matters.
- xxi) Dealing with Technical Publications.
- xxii) Should have good knowledge of computers.

5. Age Limit:

50 years and no age limit for internal candidates.

6. Place of Posting

New Delhi / Kolkata / Anywhere in India.

7. Compensation

Entry pay Rs.1,31,100/- per month plus DA, HRA and perquisites as per the approved slab of the Institute.

8. Reporting

Report to the Secretary of the Institute

Director (Professional Development & Continuing Professional Development)

No. of Position: 1

1. Required Qualification:

- i) Must be a member of the Institute of Cost Accountants of India/ Institute of Company Secretaries of India/ Institute of Chartered Accountants.

2. Additional Qualification

- i) Additional qualification like member of the Institute of Cost Accountants of India, the Institute of Company Secretaries of India, Institute of Chartered Accountants of India will be preferred.

or

- ii) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions.
 - a) MBA or equivalent qualification (Full time only).
 - b) Ph. D in Finance/ Commerce/ Management/Economics.

3. Experience:

A minimum of 15 years of post-qualification experience out of which at least 3 years' regular service with a Grade Pay of Rs. 8,700/- or equivalent (under 7 CPC) Or with 5 years of regular service with Grade Pay of Rs. 7,600/- or equivalent (under 7CPC) in Professional Institute/ Universities/ Educational Institutes/ Government/Industries and /or service sectors. For Industries and other service sector 3 years' regular service with minimum CTC of Rs 24 Lac per annum.

4. Job Description:

- i) Take up the matters related to the profession with various stakeholders.
- ii) Make efforts in explore new avenues for the members.
- iii) Submit comments/ suggestions on the matters of professional relevance.
- iv) Explore various platforms for enhancing the knowledge and skills of the members.

- v) Update the Members on various notifications/ circulars related to the profession.
- vi) Develop /revise the publications for guidance to members.
- vii) Conduct Mandatory Capacity Building Training (MCBT) for CoP holders.
- viii) Maintain the UDIN platform.
- ix) Maintain PD Portal on regular basis with professional opportunities in Tenders and other updates.
- x) Organize awards ceremonies of the Institute for Corporates and CMAs in Employment.
- xi) Coordinate National CMA Practitioners Convention (NCPC).
- xii) Coordinate programmes for members through RCs/Chapters/ Various Committees of the Institute.
- xiii) Organize programmes and webinars to reach members at large.
- xiv) Organize joint programmes with Industry Associations.
- xv) Ensure Compliance with the CEP Guidelines for Mandatory Training for the members of the Institute.
- xvi) Monitor the CEP programmes organized by RCs, Chapters, Study Circles, Committees.
- xvii) Motivate members for participate in CPD activities as Course Coordinators/ Webinar Speakers.
- xviii) Encourage other learning activities - Development of Technical Materials on contemporary topics, Publications, Articles in Management Accountant.
- xix) To carry out all functions relating to the Professional Development Committee as mentioned in the Cost & Works Accountants Regulations,1959.
- xx) Provide full support to Technical Department.
- xxi) Should have good knowledge of computers.

5. Age Limit:

50 years and no age limit for the Internal candidates.

6. Place of Posting

New Delhi / Kolkata / Anywhere in India

7. Compensation

Entry pay Rs.1,31,100/- per month plus DA, HRA and perquisites as per the approved slab of the Institute.

8. Reporting

Report to the Secretary of the Institute

Director (Discipline)

No. of Position: 1

1. Required Qualification:

- i) Must be a member of the Institute of Cost Accountants of India/ Institute of Company Secretaries of India/ Institute of Chartered Accountants.

2. Additional Qualification

- i) Additional qualification like member of the Institute of Cost Accountants of India, the Institute of Company Secretaries of India, Institute of Chartered Accountants of India will be preferred.

or

- ii) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions.

- a) MBA or equivalent qualification (Full time only).
- b) Ph. D in Finance/ Commerce/ Management/Law.

3. Experience:

A minimum of 15 years of post-qualification experience out of which at least 3 years' regular service with a Grade Pay of Rs. 8,700/- or equivalent (under 7 CPC) Or with 5 years of regular service with Grade Pay of Rs. 7,600/- or equivalent (under 7CPC) in Professional Institute/ Universities/ Educational Institutes/ Government/Industries and /or service sectors. For Industries and other service sector 3 years' regular service with minimum CTC of Rs 24 Lac per annum.

4. Job Description:

- i) The primary responsibilities of the Director (Discipline) is to make an investigation in respect of any information or complaint received by him for the purpose of arriving at a prima-facie opinion as to whether the members of this Institute are guilty of profession or other misconduct or not.
- ii) Director (Discipline) must be thorough with the Cost and Work Accountants Act, 1959 and the rules formed thereunder, particularly the Cost and Works

Accountants (Procedure of Investigation of professional and other Misconduct and Conduct of Cases) Rules,2007 as amended.

- iii) He must be aware of the procedural aspects of the disciplinary mechanism as envisaged in the Cost and Work Accountants (Procedure of investigation of professional and other Misconduct and Conduct of Cases) Rules,2007 as amended while dealing with any information or complaint received by him.
- iv) To discharge all duties in accordance with the requirements of the Cost and Works Accountants Act, 1959, the Cost and Works Regulation, 1959 and the rules framed thereunder.
- v) To endeavor continuously to minimize the processing time for registering the complaint/information (including rectification of technical defects) forwarding the complaint/information to the respondents and sending the written statements for rejoinder to the complainants/informants.
- vi) To ensure timely compliance of different stages so that the deadlines envisaged in the Cost and Works Accountants (Procedure of Investigations of Professional and Other Misconduct and Conduct of Cases) Rules, 2007 are met.

5. Age Limit:

50 years and no age limit for internal candidates.

6. Place of Posting

New Delhi / Kolkata / Anywhere in India

7. Compensation

Entry pay Rs.1,31,100/- per month plus DA, HRA and perquisites as per the approved slab of the Institute.

8. Reporting

Report to the Secretary of the Institute

Director (Membership)

No. of Position: 1

1. Required Qualification:

- i) Must be a member of the Institute of Cost Accountants of India/ Institute of Company Secretaries of India/ Institute of Chartered Accountants.

2. Additional Qualification

- i) Additional qualification like member of the Institute of Cost Accountants of India, the Institute of Company Secretaries of India, Institute of Chartered Accountants of India will be preferred.
or
- ii) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions.
 - a) MBA or equivalent qualification (Full time only).
 - b) Ph. D in Finance/ Commerce/ Management/Economics.

3. Experience:

A minimum of 15 years of post-qualification experience out of which at least 3 years' regular service with a Grade Pay of Rs. 8,700/- or equivalent (under 7 CPC) Or with 5 years of regular service with Grade Pay of Rs. 7,600/- or equivalent (under 7CPC) in Professional Institute/ Universities/ Educational Institutes/ Government/Industries and /or service sectors. For Industries and other service sector 3 years' regular service with minimum CTC of Rs 24 Lac per annum.

4. Job Description:

- i) To help existing member to discharge their duties professionally.
- ii) To help and guide prospective member to get membership smoothly.
- iii) To help and guide practicing members to conduct their duties professionally.

- iv) To ensure proper disciplinary proceedings in connection with the misconduct of members.
- v) To protect the interests of the Institute in connection with legal proceedings.
- vi) Assure full support to the Cell in responding to the queries raised by the members and stakeholders on various membership related issues.
- vii) To help and guide members for a smooth and fair election process.

- viii) Should have experience of interacting with Government, Industry, Educational and Professional Institutes/ Universities and National & International Accounting Bodies.
- ix) To see Department runs smoothly adhering to rules, regulations, policies and systems.

5. Age Limit:

50 years and no age limit for internal candidates.

6. Place of Posting

New Delhi / Kolkata / Anywhere in India

7. Compensation

Entry pay Rs.1,31,100/- per month plus DA, HRA and perquisites as per the approved slab of the Institute.

8. Reporting

Report to the Secretary of the Institute

Deputy Director (Studies)

No. of Position: 2

1. Required Qualification:

- i) Must be a member of the Institute of Cost Accountants of India/ Institute of Company Secretaries of India/ Institute of Chartered Accountants.

2. Additional Qualification

- i) Additional qualification like member of The Institute of Cost Accountants of India, The Institute of Company Secretaries of India, Institute of Chartered Accountants of India and degree in Law will be preferred.

or
- ii) Any of the following degree from UGC recognized Universities/ AICTE approved Institutions.
- iii) MBA or equivalent qualification (Full time only).
- iv) Ph. D in Finance/ Commerce/ Management/ Economics/ IT

3. Experience:

A minimum of 7 years of post-qualification experience out of which at least 3 years' regular service with a Grade Pay of Rs. 6,600/- or equivalent (under 7 CPC) Or with 5 years of regular service with Grade Pay of Rs. 5,400/- or equivalent (under 7 CPC) in Professional Institute/Universities/ Educational Institutes/ Government/Industries and /or service sectors. For Industries and other service sector 3 years' regular service with minimum CTC of Rs 16 Lac per annum.

4. Job Description

Academics-

- i) Development of Study Materials, MTP, Work Book, Students E-Bulletin etc.
- ii) Subject mapping with other Institutes.

- iii) Conduct a webinar/online class subject wise.
- iv) Initiate Academic Collaboration/MoU with different Institute/ University/Organizations & others.
- v) Dealing with Faculty/Resource Person.
- vi) Conducting Faculty meet.

Administration-

- i) ProcessingTenders-Prospectus/Study materials/Profile/Pamphlets/ Advertisements/others.
- ii) Preparation of Departmental Budget.
- iii) Conducting Committee Meetings.
- iv) Handling Students queries.
- v) Processing of applications for opening study centres.
- vi) Maintaining Students Library/E-Library.
- vii) Should have good knowledge of computers.

5. Age Limit:

33 years and no age limit internal candidates.

6. Place of Posting

New Delhi / Kolkata / Anywhere in India

7. Compensation

Entry pay Rs. 78,800/- per month plus DA, HRA and perquisites as per the approved slab of the Institute.

8. Reporting

Report to the HoD of the concerned Department.

Deputy Director (Technical)

No. of Position: 2

1. Required Qualification:

- i) Must be a member of the Institute of Cost Accountants of India/ Institute of Company Secretaries of India/ Institute of Chartered Accountants.

2. Additional Qualification

- i) Additional qualification like member of the Institute of Cost Accountants of India, the Institute of Company Secretaries of India, Institute of Chartered Accountants of India and degree in Law will be preferred.
- or**
- ii) Any of the following degrees from UGC recognized Universities/ AICTE approved Institutions.
 - iii) MBA or equivalent qualification (Full time only).
 - iv) Ph. D in Finance/ Commerce/ Management/ Economics/ IT

3. Experience:

A minimum 7 years of post-qualification experience out of which at least 3 years' regular service with a Grade Pay of Rs. 6,600/- or equivalent (under 7 CPC) Or with 5 years of regular service with Grade Pay of Rs. 5,400/- or equivalent (under 7 CPC) in Professional Institute/Universities/ Educational Institutes/ Government/Industries and /or service sectors. For Industries and other service sector 3 years' regular service with minimum CTC of Rs 16 Lac per annum.

4. Job Description

- i) Secretarial Assistance
- ii) Administrative Support while organising meetings of Boards / Cell
- iii) Maintenance of CASB, CAASB and Technical Cell Webpages
- iv) Compilation of comments on Exposure Drafts

- v) Coordination for various publications.
- vi) Liaison with dealers / suppliers
- vii) Record maintenance.
- viii) Assisting in Organising various events under Technical Cell.
- ix) To assist in development of Technical publications and guides.
- x) To assist in activities related to the issuance of advisories and technical guidance to the members.
- xi) To assist in development of Peer Review Manual.
- xii) Coordination with the IT Department in maintenance of the webpage.
- xiii) Assist the Board in issuance of clarifications on SCAs, FAQs, related presentations, advisories and technical papers.
- xiv) Assure full support to the Cell in responding to the queries raised by the members and stakeholders on the Technical Matters such as Cost Rules, CASs, SCAs etc.

5. Age Limit:

33 years and no age limit for internal candidates.

6. Place of Posting

New Delhi / Kolkata / Anywhere in India

7. Compensation

Entry pay Rs. 78,800/- per month plus DA, HRA and perquisites as per the approved slab of the Institute.

8. Reporting

Report to the HoD of the concerned Department.