



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN 12, SUDDER STREET, KOLKATA – 700 016

Website: www.icmai.in

Secretary

No. of Position: 1 (One)

1. Mode of Selection: On Contract basis.
2. Essential Qualification: Fellow member of The Institute of Cost Accountants of India.
3. Desirable Qualification: ACS/FCS/ACA/FCA/MBA/LLB/PhD
4. Minimum Experience: At least 25 years including 5 years in the level 14 & above in 7th CPC or equivalent in senior managerial position.
5. Maximum Age Limit: 50 to 55 years.
6. Tenure of Contract: 3 years. Renewable for 2 more years, 1 year at a time based on satisfactory performance. During the first year, the contract shall be liable to be terminated any time for non-satisfactory performance. From second year onwards, the contract may be terminated at any time by giving 3 months' notice on either side.
7. Place of Posting: Delhi. The candidate has to move anywhere in India for official purpose, for which he will be paid TA/DA as per rules.
8. Job Description:
 - The incumbent as 'Secretary' will be required to perform the functions of the Secretary of the Institute. He shall be the Executive Head of the Institute and will assist the Council in advising and framing the policies and shall discharge such duties as provided in the Cost and Works Accountants Act, 1959 and the Cost and Works Accountants Regulations, 1959 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.
 - 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.
 - The incumbent should be adaptive in nature, having impeccable personal and professional ethics, integrity and professional competence, strong ability of reaching 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.



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- 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 performance of the Institute.
- Demonstrated knowledge and experience in administration, secretarial, legal, financial, academic and allied matters.
- Should have the capacity to ensure the development of, and adherence to, operating policies, systems and practices that meet standards of the Institute in order to achieve its objectives while maintaining accountability to its different stakeholders.
- Knowledge of Acts, Rules and Regulations pertaining to Professional Institutes will be preferred.

9. Consolidated Compensation: Rs. 4,00,000/- per month (negotiable).

Civil Engineer

No. of Positions	:	2 (Two)
Place of Posting	:	One at Delhi/Noida Office and One at Kolkata Office. However, they will be required to move anywhere in India for supervision of infrastructure projects.
Qualification	:	B.E (Civil) from UGC recognized University.
Maximum Age Limit		30 to 35 years.
Tenure of Contract		3 years. Renewable for 2 more years, 1 year at a time based on satisfactory performance. During the first year, the contract shall be liable to be terminated any time for non-satisfactory performance. From second year onwards, the contract may be terminated any time by giving 3 months' notice on either side.
Experience	:	Not less than 5 years of relevant working experience in civil and architectural works.



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Job Description	:	<ul style="list-style-type: none">➤ To prepare project feasibility report.➤ To check the infrastructural proposals received from Regional Council & Chapters from time to time.➤ To initiate proposals for all establishments directly under administrative control of Headquarters, ICMAI.➤ To prepare and check estimates of all infrastructure projects.➤ To prepare tender documents and BOQ.➤ Technical evaluation of tender documents.➤ Coordinate with all tender committee members regarding civil works.➤ Coordinate with all technical consultants related to infrastructure works as required from time to time.➤ Verify the quality of the work as per the prescribed specification.➤ Checking & certifying contractor's bills, measurement books and other documents before processing of payment.➤ Analysis of variance for cost escalation, time overrun and budgetary sanction compared to original approved estimation.➤ Any other work related to construction, renovation, major repair assigned to him from time to time.➤ Maintaining all relevant records pertaining to all immovable assets of the Institute.
Consolidated Compensation:	:	Rs. 60,000/- per month (negotiable).

The above engagements are on full time contractual basis in the Institute. It will not confer any right or privilege whatsoever in any manner for regularization or continuous employment in the Institute.

The personnel are required to attend the Institute regularly on all working days and be guided by the Institute's working hours. They will not be entitled to any paid leave as such but may be allowed one day's leave only per month along with weekly off and approved holiday as per list of the Institute.
