



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)**

WWW.TAXSCAN.IN - Simplifying Tax Laws

Headquarters

CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003

Website: www.icmai.in

Secretary

No. of Position: 1

(Direct Recruitment / Full Time Contract)

1. Required Qualification:

- (i) Must be a member of The Institute of Cost Accountants of India but should acquire fellow membership at the time of joining.
- (ii) Must be a graduate.

2. Added Qualification:

Added qualification like member of the Institute of Company Secretaries of India, Institute of Chartered Accountants of India, MBA, degree in Law (LLB), or a Doctorate (PhD) from a UGC-recognized university.

3. Experience:

A minimum 25 years of post-qualification CMA experience including 5 years of regular service in pay level 14 & above of the 7th CPC or equivalent in the field of Administration, Accounts & Finance in Professional Institutes/ University/Educational Institutes /Government/Industry and/or other Service Sectors the rounding off CTC should not be less than Rupees 40 lakhs per annum.

4. Age Limit:

For Direct recruitment	-	Minimum 50 years & Maximum 58 years
For recruitment on Contract	-	Minimum 50 years & Maximum 60 years

5. Tenure of Contract (For recruitment on contract only):

The tenure of contract will be for 3 years initially which may be extended by 2 more years, 1 year at a time based on satisfactory performance. During the first year, the contract shall be liable to be terminated by giving 1 months' notice on either side for non-satisfactory performance. From second year onwards, the contract may be terminated by giving 3 months' notice on either side.

6. Job Description:

- The incumbent as 'Secretary' will be required to perform the functions of the Secretary of the Council and will assist the Council in advising and framing the policies and shall discharge such duties as given in the Cost 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.



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- 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.
- It is also expected that the incumbent will stay abreast of all relevant changes in the business and economy 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 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.

7. Place of Posting:

Delhi /NCR. The position requires extensive travelling.

8. Compensation:

Entry pay (Level 16 of the 7th CPC) Rs. 2,05,400/- per month plus DA, HRA and perquisites as per the approved slab of the Institute (CTC around Rupees 55 lakhs per annum).

9. Declaration:

Must submit duly signed declaration stating:

- Never been convicted of any criminal offense in a court of law.
- No criminal or police case is pending against him/her at the time of application for the post of Secretary.
