



# The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

## Advertisement No. 03/2026/HRD/01

The Institute of Chartered Accountants of India (ICAI) is a statutory body set up in 1949 by an Act of Parliament for regulation and development of the profession of Chartered Accountancy in India. Over the past 77 years, the journey of ICAI has culminated in its recognition as the world's largest professional accounting body, transcending the defined boundaries to meet the challenges and criticality of times by being more resilient, innovative and development centric.

ICAI invites applications from dedicated and dynamic Indian citizens with a strong academic background and relevant experience for the following regular positions.

### A. POSITIONS:

Position / Code		Deputy Secretary / 2511
Domain		Infrastructure
Location		Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification		Bachelor's Degree in Engineering/Technology in Civil Engineering or Bachelor's Degree in Architecture
Experience		Minimum 12 years of post - qualification working experience in infrastructure planning/project execution. Applicants must have current pay (CTC) / annual income not less than Rs. 14 Lakhs per annum
Maximum Age Limit		39 years as on 28.02.2026
No. of Vacancies		01
Desirable Skill Sets		<ul style="list-style-type: none"><li>• Proven work experience in project management and infrastructure development, preferably in large organizations.</li><li>• Strong command over capital budgeting principles, project management methodologies, and regulatory frameworks governing infrastructure projects.</li><li>• Demonstrated track record of successfully leading and delivering complex capital projects from initiation to completion, ensuring adherence to quality, cost, and timeline objectives.</li><li>• Excellent negotiation, communication, and interpersonal abilities to effectively engage with senior leadership, government authorities, vendors, and other stakeholders.</li><li>• Significant experience in competitive sourcing, vendor management, and contract negotiations within the construction and infrastructure domain.</li></ul>

<p><b>Job Profile</b></p>	<p><b>Role Overview</b>– The incumbent will be responsible for planning, overseeing, and managing infrastructure projects of the organization. The role demands strong leadership in project management, capital planning, vendor management, and regulatory compliance. The incumbent will ensure timely execution of infrastructure initiatives in alignment with organizational objectives, while maintaining high standards of quality, cost-effectiveness, and sustainability.</p> <p><b>Key Responsibilities -</b></p> <p><b>1. Infrastructure Planning &amp; Strategy</b></p> <ul style="list-style-type: none"> <li>• Formulate infrastructure development plans aligned with organizational objectives.</li> <li>• Provide strategic input on capital investment priorities and resource allocation.</li> <li>• Conduct feasibility studies, risk assessments, and cost-benefit analyses for proposed projects.</li> </ul> <p><b>2. Project Management &amp; Execution</b></p> <ul style="list-style-type: none"> <li>• Lead infrastructure and capital projects from conceptualization to completion, ensuring adherence to timelines, budgets, and quality benchmarks.</li> <li>• Establish project management frameworks, milestones, and monitoring mechanisms.</li> <li>• Identify potential risks and implement mitigation measures to ensure smooth project delivery.</li> <li>• Stakeholder Engagement &amp; Coordination</li> <li>• Monitoring, Reporting &amp; Evaluation</li> <li>• Team Leadership &amp; Capacity Building</li> </ul> <p><b>3. Capital Budgeting &amp; Financial Oversight</b></p> <ul style="list-style-type: none"> <li>• Prepare, monitor, and control project budgets, ensuring effective utilization of funds.</li> <li>• Oversee financial forecasting, expenditure tracking, and compliance with financial policies.</li> <li>• Ensure transparency and accountability in capital investments.</li> </ul> <p><b>4. Procurement, Vendor &amp; Contract Management</b></p> <ul style="list-style-type: none"> <li>• Lead procurement processes including tendering, competitive sourcing, and vendor evaluation.</li> <li>• Negotiate and finalize contracts, ensuring compliance with legal and regulatory requirements.</li> <li>• Monitor vendor performance, resolve disputes, and ensure timely delivery of goods and services.</li> </ul> <p><b>5. Regulatory Compliance &amp; Governance</b></p> <ul style="list-style-type: none"> <li>• Ensure adherence to statutory regulations, environmental norms, and safety standards in all infrastructure projects.</li> <li>• Maintain proper documentation and audit readiness for infrastructure activities.</li> <li>• Coordinate with government authorities and regulatory bodies as required.</li> </ul>
<p><b>Compensation #</b></p>	<p>Pay Level 12 – Basic Pay (78,800 – 2,09,200 ) Initially approx. Rs. 21.23 lakhs per annum</p>

<b>Position / Code</b>		<b>Deputy Secretary / 2512</b>
<b>Domain</b>	ERP	
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.	
<b>Qualification</b>	Bachelor's Degree in Engineering/ Technology in Computer Science Engineering / Information Technology Engineering	
<b>Experience</b>	Minimum 12 years of post – qualification experience in Information Technology function, out of which 3 years of experience in Oracle Netsuite ERP is required. Applicants must have current pay (CTC) / annual income not less than Rs. 14 Lakhs per annum	
<b>Maximum Age Limit</b>	39 years as on 28.02.2026	
<b>No. of Vacancies</b>	01	
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Techno-functional expertise in ERP implementation and support.</li> <li>• Hands-on experience with Finance modules: Accounts Receivable, Cash Management, Fixed Assets, General Ledger, and Accounts Payable.</li> <li>• Strong understanding of core financial processes: Order-to-Cash (OTC), Procure-to-Pay (PTP), Budgeting, and Taxation.</li> <li>• Knowledge of Multi-Org setup including chart of accounts, legal entities, and operating units.</li> <li>• Ability to analyze systems, identify process gaps, and recommend improvements.</li> <li>• Experience in integrating third-party systems with Oracle NetSuite.</li> <li>• Skilled in troubleshooting, issue resolution, and ongoing system support.</li> <li>• Strong communication and stakeholder management skills.</li> <li>• NetSuite certifications preferred.</li> </ul>	
<b>Job Profile</b>	<p><b>Role Overview</b> - The incumbent will be responsible for overseeing the planning, implementation, and management of the Institute's Enterprise Resource Planning (ERP) systems. The role requires a blend of technical expertise, strategic thinking, and leadership to ensure seamless integration of ERP solutions across departments. The incumbent will provide direction for ERP initiatives, ensure alignment with ICAI's institutional objectives, and drive efficiency, transparency, and effectiveness in operations through technology-enabled processes.</p> <p><b>Key Responsibilities –</b></p> <p><b>1. ERP Strategy &amp; Governance</b></p> <ul style="list-style-type: none"> <li>• Formulate and implement the overall ERP strategy in alignment with ICAI's business and operational goals.</li> <li>• Establish governance structures, policies, and best practices for ERP deployment and usage.</li> <li>• Ensure compliance with data security, audit, and regulatory requirements.</li> </ul> <p><b>2. ERP Implementation &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Lead end-to-end ERP implementation, upgrades, and enhancements.</li> <li>• Oversee system configuration, module integration, and customization as per ICAI's requirements.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Coordinate with ERP vendors, consultants, and internal teams to ensure timely and cost-effective execution.</li> </ul> <p><b>3. Functional &amp; Process Alignment</b></p> <ul style="list-style-type: none"> <li>• Map institutional processes (finance, HR, procurement, examinations, memberships, etc.) with ERP modules to ensure seamless automation.</li> <li>• Collaborate with various ICAI departments to identify process gaps and drive efficiency improvements through ERP solutions.</li> <li>• Ensure effective integration of ERP with other IT applications and third-party systems.</li> </ul> <p><b>4. Monitoring &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Establish monitoring frameworks for ERP performance, availability, and user adoption.</li> <li>• Oversee issue resolution, system fixes, and support for end-users.</li> <li>• Ensure training and capacity building for staff to enhance ERP utilization.</li> </ul> <p><b>5. Stakeholder &amp; Vendor Management</b></p> <ul style="list-style-type: none"> <li>• Liaise with senior leadership, departmental heads, and external stakeholders to ensure ERP aligns with institutional priorities.</li> <li>• Manage vendor contracts, service-level agreements (SLAs), and performance evaluation of ERP partners.</li> <li>• Negotiate and oversee third-party integrations to enhance system capability.</li> </ul> <p><b>6. Innovation &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Stay updated on emerging ERP technologies and practices to enhance ICAI's digital transformation.</li> <li>• Recommend improvements and implement best-in-class solutions for scalability, security, and efficiency.</li> <li>• Drive analytics, reporting, and decision-support tools within ERP for better governance.</li> </ul>
<b>Compensation #</b>	Pay Level 12 – Basic Pay (78,800 – 2,09,200 ) Initially approx. Rs. 21.23 lakhs per annum

<b>Position / Code</b>		<b>Assistant Secretary / 2513</b>
<b>Domain</b>	Chartered Accountant	
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.	
<b>Qualification</b>	Chartered Accountant	
<b>Experience</b>	Minimum 7 years of post-qualification experience. Applicants must have current pay (CTC) / annual income not less than Rs. 12 Lakhs per annum	
<b>Maximum Age Limit</b>	32 years as on 28.02.2026	
<b>No. of Vacancies</b>	25	

<p><b>Desirable Sets</b></p>	<p><b>Skill</b></p> <ul style="list-style-type: none"> <li>• In-depth knowledge in one or more of the following areas : Accounting Standards, Auditing Standards, Corporate Laws, Direct Tax Laws, International Taxation, GST, and Ethics.</li> <li>• Research aptitude and ability to prepare technical papers, opinions, and policy submissions.</li> <li>• Strong drafting, analytical, interpretational and presentation skills and attention to detail.</li> <li>• Knowledge about international accounting, auditing, and assurance standards (IFRS, IAASB, IESBA). High level of accountability and ability to work independently.</li> <li>• Ability to independently review financial/audit reports and identify non-compliances.</li> <li>• Technological adaptability in digital audit, data analytics, forensic tools, and emerging assurance areas.</li> <li>• Excellent communication skills for interaction with regulators, government authorities, and international bodies.</li> <li>• Experience in financial markets, investor protection laws, capital markets, NBFCs, or financial literacy initiatives.</li> </ul>
<p><b>Job Profile</b></p>	<p><b>Role Overview</b> – The incumbent will play a pivotal role in supporting the Institute’s standard-setting, research, policy, academic, and regulatory functions. The role requires strong technical expertise, analytical ability, communication skills, and the capacity to coordinate with multiple stakeholders including Regulators, Government Authorities, Global Bodies, and the CA fraternity, while upholding the highest standards of the profession.</p> <p><b>Key Responsibilities</b> – The job responsibilities outlined below are indicative and provided for informational purposes only. These may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining, and the individual may be required to perform any of the roles listed.</p> <p><b>1. Standard Setting &amp; Technical Development</b></p> <ul style="list-style-type: none"> <li>• Reviewing and finalizing Accounting Standards (Ind AS/AS), Standards on Auditing (SAs), Standards on Internal Audit (SIAs), Code of Ethics and other pronouncements.</li> <li>• Preparing guidance notes, technical guides, exposure drafts, educational materials, implementation guides, and clarifications.</li> <li>• Reviewing draft publications and exposure drafts of standards; preparing comments and finalizing with Heads of Departments.</li> <li>• Proofreading technical documents and preparing prefaces, forewords, and communications for publication.</li> <li>• Coordinating with national and international stakeholders, regulators, and technical experts for deliberations on accounting and auditing matters.</li> </ul> <p><b>2. Taxation &amp; Policy Advisory</b></p> <ul style="list-style-type: none"> <li>• Indirect Taxation (GST): Developing/updating technical material on GST; analyze notifications, circulars, case laws, and rulings; prepare policy briefs and suggestions/ representation for/ to government and regulators.</li> </ul>

- Representing ICAI before CBIC, Ministry of Finance , and other regulatory authorities on tax reforms , compliance frameworks , and policy suggestions.

### **3. Research & Policy Support**

- Undertaking research projects under ICAI Research Schemes.
- Reviewing, analysing, and finalizing research reports and policy papers.
- Preparing representations, technical notes, and concept papers on direct tax laws, taxation, GST, corporate laws, ethics, digital assurance, sustainability reporting, and emerging areas.
- Developing/revising, reviewing and finalising the publications on direct taxes on the basis of the Income-tax Act, 2025 and the rules prescribed as well as the latest judicial rulings with accuracy and clarity.
- Ability to draft Pre and Post Budget and other Memoranda based on suggestions received from stakeholders and present the suggestions in a clear and coherent manner.
- Coordinating ICAI's Awards for Excellence in Financial Reporting, SAFA BPA Awards, and other knowledge-based initiatives.
- Providing data-driven and well-researched inputs to Government authorities, Regulators, and Parliamentary Committees.
- Preparing technical papers and responses to Bills, circulars, and consultative papers issued by financial market regulators (SEBI, RBI, etc.).
- Conducting research on financial markets, NBFCs, cooperative banking, and capital market reforms.
- Recommending regulatory and policy changes for investor protection and market development.

### **4. Technical Review & Monitoring**

- Reviewing financial statements of enterprises referred by regulators, suo-moto cases, or selected via random sampling for compliance with various applicable standards.
- Preparing preliminary and final review reports for submission to regulators (MCA, SEBI, RBI, IRDAI, ECI, etc.).
- Examining peer review reports of audit firms, analyzing observations of reviewers, and recommending corrective actions.
- Conducting independent quality reviews of audits and identifying non-compliances with Ind AS, SAs, CARO, Companies Act, and other regulations.
- Drafting advisories, technical write-ups, and communications to audit firms regarding deficiencies observed in reviews.
- Maintaining databases, portals, and documentation of technical reviewers and reviewed cases.

### **5. Advisory & Disciplinary Functions**

- Providing expert opinions on technical queries under the Expert Advisory Committee.
- Scrutinizing complaints, case documents, and information to identify missing evidence or compliance gaps.
- Assisting in disciplinary investigations, preparation of reports, orders, and communication with parties.
- Supporting the legal team in matters before the Appellate Authority, regulators, or Courts of Law.

- Researching ethical issues, analyzing disciplinary/judicial orders, and drafting updates for Ethical Standards Board publications.

## **6. Academic & Capacity Building**

- Designing, developing, reviewing, and revising ICAI study materials, revision test papers, mock test papers, case scenarios, MCQs, and supplementary publications.
- Delivering lectures, conducting webcasts, and preparing e-learning modules for CA students.
- Ensuring standardization and consistency across all academic materials.
- Reviewing guidelines for setting question papers and coordinating with subject faculty.
- Supporting curriculum restructuring in line with global requirements, new-age subjects (AI, blockchain, data analytics, ESG), and National Education Policy.
- Providing mentorship, career guidance, and academic support to CA students.
- Co-ordinating and finalising capacity-building initiatives: certificate courses, refresher programs, webinars, seminars, mentorship workshops, and leadership programs.
- Finalising educational material, e-learning modules, podcasts, and technical literature for members, regulators, and government bodies.
- Designing certificate courses, workshops, and training sessions on financial markets
- Organizing Investor Awareness Programs (IAPs), financial literacy seminars, and grievance redressal camps in collaboration with, IEPFA, MCA, Regulatory Bodies, and Stock Exchanges.
- Developing handbooks, brochures, mobile apps, and digital content to enhance financial awareness and investor education.

## **7. International & Government Affairs**

- Presenting Indian perspectives at International forums, preparing technical and policy papers as well as responses to global consultative papers from IFRS Foundation, IAASB, IESBA, IFAC, and other international bodies.
- Drafting agenda notes, country reports, and presentations for international meetings and forums.
- Coordinating ICAI's representation in SAFA, IFAC, and other regional/global associations.
- Supporting the conduct of international training programmes, certificate courses (e.g., Fund Management at IFSC), and technical workshops.
- Liaising with Ministeries, regulatory bodies (MCA, CBDT, CBIC, RBI, SEBI, IRDAI, IFSCA, etc.) for policy consultations.
- Facilitating dialogue with SEBI, RBI, IRDAI, IFSCA and other financial regulators for policy inputs on investor protection, corporate governance, and capital markets.
- Representing ICAI in various initiatives related to financial markets, and investor protection.

## **8. Administration, Coordination & Communication**

- Finalising agendas, minutes, ATRs, covering notes, and professional correspondence for Council, Board, and Committee meetings.
- Following up on action points and ensuring timely execution of decisions.

	<ul style="list-style-type: none"> <li>• Managing digital platforms, technical reviewer databases, and portals of PRB, QRB, DAAB, Mobile App of Committees etc.</li> <li>• Coordinating with other departments for smooth execution of tasks.</li> <li>• Reviewing budgeting, fund management, invoice verification and statutory compliance for Committees.</li> </ul> <p><b>9. International Taxation</b></p> <ul style="list-style-type: none"> <li>• Developing/ revising, reviewing and finalising the publications on International Taxation to ensure that the same is updated as per the current provisions of law and latest judicial rulings with accuracy and clarity.</li> <li>• Drafting and finalising representations and technical content.</li> <li>• Ability to review suggestions received from members and groups to ensure correctness and present them in a coherent manner.</li> </ul>
<b>Compensation #</b>	Pay Level 11 – Basic Pay (67,700– 2,08,700) - Initially approx. Rs. 18.43 lakhs per annum

<b>Position / Code</b>	<b>Assistant Secretary / 2514</b>
<b>Domain</b>	Legal
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
<b>Qualification</b>	Bachelor’s degree in Law from a recognized University
<b>Experience</b>	Minimum 7 years of post-qualification experience. Applicants must have current pay (CTC) / annual income not less than Rs. 12 Lakhs per annum
<b>Maximum Age Limit</b>	32 years as on 28.02.2026
<b>No. of Vacancies</b>	03
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of civil, corporate, commercial, and service laws.</li> <li>• Excellent legal drafting and documentation skills.</li> <li>• Proficiency in interpreting, applying, and analyzing relevant laws.</li> <li>• Sound understanding of case laws and legal precedents.</li> <li>• Outstanding communication (written and oral) and leadership abilities.</li> <li>• Familiarity with basic computer applications and legal research tools.</li> <li>• Experience in drafting tender documents, contracts, and managing contract compliance.</li> <li>• Familiarity with the Chartered Accountants Act, 1949, disciplinary mechanisms, ICAI regulations, Companies Act, SEBI, RBI, FEMA, and allied legislations.</li> <li>• Strong decision-making, problem-solving, and analytical skills.</li> <li>• Proactive, self-motivated, and capable of working independently.</li> <li>• Ability to collaborate effectively, motivate teams, and build strong professional relationships.</li> </ul>

## Job Profile

**Role Overview** – The incumbent will be responsible for providing comprehensive legal support to the Institute across its statutory, regulatory, administrative, and contractual functions. The role involves drafting and vetting legal documents, ensuring compliance with applicable laws, supporting disciplinary and quasi-judicial proceedings, managing litigation, and advising on legal implications of policies and initiatives.

### **Key Responsibilities –**

#### **1. Legal Advisory & Compliance**

- Provide legal advice on civil, corporate, commercial, service, and regulatory matters concerning the Institute.
- Ensure compliance with statutory and regulatory requirements under applicable Acts, Rules, and Guidelines.
- Interpret laws, rules, and case precedents to support decision-making by senior management and governing bodies.

#### **2. Drafting & Documentation**

- Draft, vet, and review agreements, contracts, tender documents, MoUs, notices, and official communications.
- Prepare pleadings, affidavits, rejoinders, replies, and written submissions for courts, tribunals, and regulators.
- Ensure accuracy, legal soundness, and enforceability of all contractual and institutional documents.

#### **3. Litigation & Case Management**

- Coordinate and manage ICAI's litigation before courts, tribunals, quasi-judicial bodies, and regulatory authorities.
- Liaise with external advocates, law firms, and counsels; provide briefs and monitor case progress.
- Maintain a database of ongoing and disposed cases, ensuring timely updates and compliance with orders.

#### **4. Disciplinary & Regulatory Support**

- Assist in disciplinary proceedings, investigations, and preparation of draft orders under the Chartered Accountants Act, 1949.
- Support the Disciplinary Committee, Board of Discipline, and Appellate Authority in legal matters.
- Draft opinions, advisories, and clarifications on complaints, ethics, and professional conduct issues.

#### **5. Contract & Policy Management**

- Review, negotiate, and finalize contracts, tenders, and agreements to safeguard ICAI's interests.
- Advise on policy frameworks, institutional decisions, and governance matters from a legal perspective.
- Monitor compliance with contract terms and initiate action in case of breaches or disputes.

#### **6. Coordination & Stakeholder Management**

- Liaise with government authorities.

	<ul style="list-style-type: none"> <li>• Coordinate with ICAI’s internal departments for legal vetting, advice, and dispute resolution.</li> </ul> <p><b>7. Administration</b></p> <ul style="list-style-type: none"> <li>• Prepare agenda notes, minutes, and reports for Council, Committees, and Boards on legal matters.</li> <li>• Mentor junior staff and build capacity in legal processes, drafting, and compliance.</li> </ul>
<b>Compensation #</b>	Pay Level 11 – Basic Pay (67,700– 2,08,700) - Initially approx. Rs. 18.43 lakhs per annum

<b>Position / Code</b>		<b>Assistant Secretary / 2515</b>
<b>Domain</b>	Company Secretary	
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.	
<b>Qualification</b>	Company Secretary	
<b>Experience</b>	Minimum 7 year of post-qualification experience. Applicants must have current pay (CTC) / annual income not less than Rs. 12 Lakhs per annum	
<b>Maximum Age Limit</b>	32 years as on 28.02.2026	
<b>No. of Vacancies</b>	01	
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Strong expertise in drafting, reviewing, and vetting legal and corporate documents, including notices, agendas, minutes, resolutions, contracts, and agreements.</li> <li>• Proficiency in regulatory compliance and liaison with statutory bodies such as MCA, SEBI, RBI, IBBI, and other regulators.</li> <li>• Experience in handling Board, Council, and Committee secretarial functions, including convening meetings, preparing agendas, minutes, and action-taken reports.</li> <li>• Ability to support corporate governance initiatives, compliance monitoring, and policy formulation.</li> <li>• Good understanding of disciplinary, quasi-judicial, and regulatory processes relevant to a statutory body.</li> <li>• Excellent drafting, communication (written and oral), and presentation skills for preparing reports, policy papers, and stakeholder communications.</li> <li>• Analytical and problem-solving abilities with sound judgment for handling complex compliance and governance issues.</li> </ul>	
<b>Job Profile</b>	<p><b>Role Overview</b> – The incumbent will play a pivotal role in ensuring effective corporate governance, compliance, and secretarial support for the Institute’s Council, Boards, and Committees. The incumbent will be responsible for convening meetings, drafting agendas and minutes, ensuring statutory and regulatory compliance, and facilitating smooth coordination with Regulators, Government Bodies, and Stakeholders.</p>	

	<p><b>Key Responsibilities-</b></p> <p><b>1. Secretarial Functions</b></p> <ul style="list-style-type: none"> <li>• Convene Council, Board, and Committee meetings, including preparation of notices, agendas, minutes, and action-taken reports.</li> <li>• Ensure compliance with provisions of the Chartered Accountants Act, 1949, Rules, Regulations, and other applicable statutory requirements.</li> <li>• Draft resolutions, official communications, and other documents for decision-making bodies.</li> </ul> <p><b>2. Policy &amp; Advisory Support</b></p> <ul style="list-style-type: none"> <li>• Assist in drafting policies, guidelines, and frameworks for ICAI's governance and regulatory functions.</li> <li>• Prepare notes, reports, and representations on various matters.</li> <li>• Support ICAI's engagement in national and international forums.</li> </ul> <p><b>3. Documentation &amp; Record-Keeping</b></p> <ul style="list-style-type: none"> <li>• Maintain statutory registers, records, and documentation of Council/Board/Committee proceedings.</li> <li>• Manage secretarial databases and digital filing systems.</li> <li>• Draft and review reports, yearbooks, and publications of ICAI committees.</li> </ul> <p><b>4. Administration</b></p> <ul style="list-style-type: none"> <li>• Coordinate with regulators, government departments, and statutory authorities on governance and policy issues.</li> <li>• Liaise with ICAI departments including Legal, Audit, Accounts, Administration, and IT .</li> </ul>
<b>Compensation #</b>	Pay Level 11 – Basic Pay (67,700– 2,08,700) - Initially approx. Rs. 18.43 lakhs per annum

<b>Position / Code</b>		<b>Assistant Secretary / 2516</b>
<b>Domain</b>	Economics	
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.	
<b>Qualification</b>	Ph.D. in Economics	
<b>Experience</b>	Minimum 7 years of post-qualification experience. Applicants must have current pay (CTC) / annual income not less than Rs. 12 Lakhs per annum	
<b>Maximum Age Limit</b>	32 years as on 28.02.2026	
<b>No. of Vacancies</b>	01	
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Strong foundation in microeconomics, macroeconomics, econometrics, and applied economic research.</li> <li>• Deep understanding of Indian and Global economic policies, financial systems, fiscal frameworks, and regulatory environments.</li> <li>• Strong academic and professional writing skills with demonstrated contributions to journals, etc.</li> <li>• Exceptional verbal communication skills.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Familiarity with digital databases, economic modeling software, and emerging tools for data-driven policy analysis.</li> </ul>
<b>Job Profile</b>	<p><b>Role Overview</b> – This role is oriented towards economic research, policy analysis, and support in regulatory, academic, and professional development activities.</p> <p><b>Key Responsibilities-</b></p> <ul style="list-style-type: none"> <li>• Conduct in-depth economic research and prepare working papers, reports, and policy briefs.</li> <li>• Provide technical inputs to ICAI committees on matters of economic and financial relevance.</li> <li>• Develop econometric models and conduct impact assessments on policy measures and financial systems.</li> <li>• Collaborate with Government agencies, Regulators, Academia, and International institutions for research and advocacy initiatives.</li> <li>• Represent ICAI at conferences, policy dialogues, and stakeholder forums on economic issues.</li> <li>• Contribute to capacity-building programs, knowledge dissemination, and training in economics and policy.</li> <li>• Support the development of ICAI’s thought leadership resources, including publications and position papers.</li> </ul>
<b>Compensation #</b>	Pay Level 11 – Basic Pay (67,700– 2,08,700) - Initially approx. Rs. 18.43 lakhs per annum

<b>Position / Code</b>	<b>Assistant Secretary / 2517</b>
<b>Domain</b>	Sustainability
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
<b>Qualification</b>	<p>Full - Time Masters in Sustainability Management/ Environmental Management or M.Tech in Environmental Engineering. (Executive MBAs will not be accepted).</p> <p>Ph.D. in the related subject after aforementioned qualification will be preferred. (<i>Candidates with Ph.D. may update the same under "Other qualification" section while applying online.</i>)</p>
<b>Experience</b>	<p>Minimum 7 years of post-qualification experience(after Masters degree).</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 12 Lakhs per annum</p>
<b>Maximum Age Limit</b>	32 years as on 28.02.2026
<b>No. of Vacancies</b>	02
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Strong command over impact financing principles, ESG frameworks, and sustainable finance regulations in India and globally.</li> <li>• Advanced skills in both primary and secondary research methodologies, including stakeholder interviews, surveys, and literature reviews.</li> <li>• Proven ability in quantitative and qualitative data analysis, impact metrics formulation, and financial modelling.</li> <li>• Deep understanding of frameworks like GRI, ISSB, SEBI-BRSR, UN SDGs,</li> </ul>

	<p>GIIN IRIS+, and blended finance structures.</p> <ul style="list-style-type: none"> <li>• Exceptional written and verbal communication for developing white papers, handbooks, research briefs, and policy inputs.</li> <li>• Familiarity with digital tools and emerging technologies (AI, blockchain, data analytics) for sustainability reporting.</li> <li>• Experience in publishing Sustainability &amp; BRSR Reports.</li> <li>• Experience in Benchmarking on Global Platforms i.e. DJSI, CDP, Ecovadis, MSCI etc.</li> </ul>
<b>Job Profile</b>	<p><b>Role Overview</b> - The incumbent will play a pivotal role in advancing ICAI's sustainability agenda by driving initiatives on ESG, impact finance, and sustainable reporting. The role involves research, policy advocacy, stakeholder engagement, and development of frameworks and resources that align with global best practices and national priorities.</p> <p><b>Key Responsibilities –</b></p> <ul style="list-style-type: none"> <li>• Conduct research, analysis, and policy studies on ESG, sustainable finance, and impact metrics.</li> <li>• Develop technical papers, handbooks, policy inputs, and knowledge resources on sustainability.</li> <li>• Monitor and interpret global and national sustainability regulations, frameworks, and disclosures.</li> <li>• Facilitate stakeholder engagement with regulators, policymakers, industry bodies, and academia.</li> <li>• Support ICAI's sustainability-related committees, groups, and capacity-building initiatives.</li> <li>• Leverage digital tools and emerging technologies for sustainability reporting and impact measurement.</li> <li>• Represent ICAI at various forums on sustainability and ESG-related matters.</li> </ul>
<b>Compensation #</b>	Pay Level 11 – Basic Pay (67,700– 2,08,700) - Initially approx. Rs. 18.43 lakhs per annum

<b>Position / Code</b>		<b>Assistant Secretary / 2518</b>
<b>Domain</b>	Human Resources	
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.	
<b>Qualification</b>	Full-time Masters in Business Administration in Human Resources or equivalent from a recognized University or Institute. Executive MBAs will not be accepted.	
<b>Experience</b>	Minimum 7 years post-qualification experience in Human Resource function. Applicants must have current pay (CTC) / annual income not less than Rs. 12 Lakhs per annum.	
<b>Maximum Age Limit</b>	32 years as on 28.02.2026	
<b>No. of Vacancies</b>	03	
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of HR processes and labour laws.</li> <li>• Experience in employee relations/industrial relations, engagement strategies, learning &amp; development, and career progression planning.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to design, implement, and review HR policies aligned with organizational objectives and regulatory frameworks.</li> <li>• Proficiency in HR analytics, MIS reporting, compensation benchmarking, and workforce metrics.</li> <li>• Familiarity with HRMS, payroll systems, and emerging HR tech solutions.</li> <li>• Excellent written and verbal communication, negotiation, and conflict-resolution skills.</li> <li>• Capability to engage effectively with management, employees, committees, regulators, and external partners.</li> <li>• Ability to align HR initiatives with organizational goals, culture-building, and change management.</li> <li>• High integrity in handling sensitive employee and organizational information.</li> </ul>
<p><b>Job Profile</b></p>	<p><b>Role Overview</b>-The incumbent will be responsible for formulating, executing, and monitoring comprehensive HR strategies, policies, and programs that support ICAI’s institutional objectives. The role requires strong leadership in managing human capital across the organization, ensuring efficient talent acquisition, employee engagement, learning and development, and compliance with service regulations and labor laws.</p> <p><b>Key Responsibilities –</b></p> <p><b>1. Recruitment</b></p> <ul style="list-style-type: none"> <li>• Coordinate end-to-end recruitment processes, including job postings, shortlisting, interviews, and selection.</li> <li>• Ensure compliance with recruitment policies.</li> <li>• Liaise with recruitment agencies, job portals, and other sourcing channels.</li> <li>• Maintain and update recruitment records, candidate databases, and dashboards.</li> <li>• Prepare recruitment advertisements and manage publication in newspapers, online portals, and professional forums.</li> </ul> <p><b>2. Training &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Assess training needs by interacting with departments, reviewing performance appraisals, and analyzing skill gaps.</li> <li>• Develop annual training calendars and coordinate training programs (in-house and external).</li> <li>• Organize orientation and induction programs for new employees.</li> <li>• Coordinate with external trainers, institutes, and professional bodies for specialized programs.</li> <li>• Monitor and evaluate effectiveness of training through feedback and performance improvement.</li> <li>• Maintain training records and ensure timely reporting.</li> <li>• Promote e-learning and capacity-building initiatives across the organization.</li> </ul> <p><b>3. HR Administration &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Assist in drafting HR policies related to recruitment, learning &amp; development.</li> <li>• Prepare periodic reports on recruitment status, training activities, and budgets.</li> <li>• Ensure confidentiality and integrity of HR records and personnel files.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support succession planning and career development initiatives.</li> </ul>
<b>Compensation #</b>	Pay Level 11 – Basic Pay (67,700– 2,08,700) - Initially approx. Rs. 18.43 lakhs per annum

<b>Position / Code</b>		<b>Assistant Secretary / 2519</b>
<b>Domain</b>	Information Technology	
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.	
<b>Qualification</b>	Bachelor’s Degree in Engineering/Technology in Computer Science Engineering/ Information Technology Engineering.	
<b>Experience</b>	Minimum 7 years of post-qualification experience. Applicants must have current pay (CTC) / annual income not less than Rs. 12 Lakhs per annum.	
<b>Maximum Age Limit</b>	32 years as on 28.02.2026	
<b>No. of Vacancies</b>	02	
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Proficiency in LMS, and financial/accounting applications relevant to ICAI’s functions.</li> <li>• Deep understanding of IT security frameworks, data governance, and compliance with Indian and global data protection regulations.</li> <li>• Experience in managing large-scale IT projects including system integration, process automation, and digital transformation initiatives.</li> <li>• Familiarity with AI, blockchain, data analytics, and automation tools, especially in the context of accounting, auditing, and governance.</li> <li>• Ability to evaluate, recommend, and implement cutting-edge technologies to enhance ICAI’s service delivery and knowledge platforms.</li> <li>• Strong grasp of IT governance frameworks, risk management, and policy development.</li> <li>• Experience in managing technology partners, service providers, and engaging with regulators, government agencies, and professional bodies.</li> <li>• Excellent written and verbal communication skills to prepare technical papers, reports, policy inputs, and training material.</li> <li>• Ability to align IT initiatives with ICAI’s strategic objectives, ensuring scalability, efficiency, and compliance.</li> </ul>	
<b>Job Profile</b>	<p><b>Role Overview</b> - The incumbent will be responsible for overseeing the Institute’s IT infrastructure, digital platforms, and technology-driven initiatives to ensure seamless operations, security, and innovation. The role involves managing critical applications, implementing automation and process improvements, strengthening data protection measures, and ensuring compliance with relevant IT and regulatory standards.</p> <p><b>Key Responsibilities-</b></p> <p><b>1. Automation &amp; Digital Transformation</b></p> <ul style="list-style-type: none"> <li>• Lead automation initiatives for ICAI’s digital platforms to streamline workflows and improve efficiency.</li> <li>• Identify opportunities for digitization and process improvement across departments.</li> <li>• Recommend and implement suitable technologies to support ICAI’s digital growth.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Plan and execute automation for the CPE Portal, coordinating with IT vendors for updates and troubleshooting.</li> <li>• Gather automation requirements, prepare documentation, and test new features with functional teams.</li> </ul> <p><b>2. Platform &amp; Application Management</b></p> <ul style="list-style-type: none"> <li>• Oversee the smooth functioning, maintenance, and continuous improvement of ICAI's platforms.</li> <li>• Coordinate with developers and vendors for upgrades, enhancements, and troubleshooting.</li> <li>• Conduct system testing, user acceptance testing, and ensure effective rollout of new features.</li> <li>• Work as a system analyst to define user needs and develop data processing solutions.</li> </ul> <p><b>3. Data Protection, Security &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Implement robust data security, privacy, and access control protocols.</li> <li>• Ensure compliance with applicable IT Acts, rules, regulations, and institutional policies.</li> <li>• Conduct regular security audits, vulnerability assessments, and risk management exercises.</li> </ul> <p><b>4. Project &amp; Process Management</b></p> <ul style="list-style-type: none"> <li>• Plan, execute, and monitor IT projects, ensuring timely delivery aligned with ICAI's objectives.</li> <li>• Document processes, prepare technical reports, and maintain IT governance frameworks.</li> <li>• Collaborate with internal departments, regulators, vendors, and multilateral stakeholders for smooth project execution.</li> <li>• Develop user manuals, FAQs, and training resources to support system adoption.</li> <li>• Provide technical guidance, capacity-building sessions, and user support across ICAI.</li> <li>• Support creation of user manuals, training materials, and FAQs.</li> <li>• Stay updated on new technologies, coordinate with stakeholders, and assist in preparing presentations.</li> </ul>
<b>Compensation #</b>	Pay Level 11 – Basic Pay (67,700– 2,08,700) - Initially approx. Rs. 18.43 lakhs per annum

<b>Position / Code</b>	<b>Assistant Secretary / 2520</b>
<b>Domain</b>	Media Management
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
<b>Qualification</b>	Full – Time Masters in Business Administration in Media Management. Executive MBAs will not be accepted. (Masters in Mass Communication may also apply).
<b>Experience</b>	Minimum 7 years of post-qualification experience. Applicants must have current pay (CTC) / annual income not less than Rs. 12 Lakhs per annum.

<b>Maximum Age Limit</b>	32 years as on 28.02.2026
<b>No. of Vacancies</b>	01
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of journalism, public relations, and corporate communication, with ability to draft press releases, reports, and institutional publications.</li> <li>• Proficiency in managing digital platforms, social media campaigns, SEO, analytics, and content strategy for brand visibility.</li> <li>• Expertise in writing, editing, and storytelling for diverse audiences across print, web, and multimedia formats.</li> <li>• Skills in stakeholder engagement, media networking, event coordination, and handling crisis communication.</li> <li>• Familiarity with design, video/audio editing, and publishing platforms for professional communication.</li> <li>• Excellent written and verbal communication, creativity, adaptability to evolving trends, and ability to manage multiple communication channels under deadlines.</li> </ul>
<b>Job Profile</b>	<p><b>Role Overview</b> – The incumbent will be responsible for managing the Institute’s internal and external communication strategies, enhancing brand visibility, and ensuring effective dissemination of information through traditional and digital media platforms. The role involves developing high-quality content, engaging with stakeholders, managing public relations, and supporting ICAI’s institutional objectives through strategic communication initiatives.</p> <p><b>Key Responsibilities –</b></p> <p><b>1. Content &amp; Publications</b></p> <ul style="list-style-type: none"> <li>• Draft, edit, and oversee newsletters, reports, press releases, policy briefs, and institutional publications.</li> <li>• Translate complex technical/regulatory information into clear, reader-friendly content for diverse audiences.</li> </ul> <p><b>2. Media &amp; PR Management</b></p> <ul style="list-style-type: none"> <li>• Build and maintain relationships with journalists, media houses, and communication partners.</li> <li>• Organize press conferences, media briefings, and official events, ensuring positive media coverage.</li> <li>• Handle crisis communication and protect ICAI’s brand reputation.</li> </ul> <p><b>3. Digital &amp; Social Media Communication</b></p> <ul style="list-style-type: none"> <li>• Manage ICAI’s social media presence, campaigns, and digital communication strategy.</li> <li>• Use analytics to track reach, engagement, and effectiveness of communication initiatives.</li> <li>• Innovate with multimedia content (infographics, videos, podcasts, digital magazines).</li> </ul> <p><b>4. Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Liaise with regulators, professional bodies, academia, and other stakeholders to ensure coherent communication.</li> <li>• Coordinate with internal departments to align messaging with ICAI’s objectives.</li> </ul>

	<p><b>5. Research &amp; Insights</b></p> <ul style="list-style-type: none"> <li>• Monitor media trends, public perception, and emerging communication practices.</li> <li>• Prepare communication impact assessments and recommend improvements.</li> </ul> <p><b>6. Support to Management</b></p> <ul style="list-style-type: none"> <li>• Provide presentations, communication notes, and talking points for ICAI leadership.</li> <li>• Assist in institutional campaigns, awareness drives, and strategic outreach initiative.</li> </ul>
<b>Compensation #</b>	Pay Level 11 – Basic Pay (67,700– 2,08,700) - Initially approx. Rs. 18.43 lakhs per annum

<b>Position / Code</b>		<b>Section Officer / 2521</b>
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.	
<b>Qualification / Experience</b>	<p><b>General:</b> Masters in Business Administration in Marketing/Travel &amp; Tourism / HR / Finance/IT/Media Management (Masters in Travel &amp; Tourism Management /Computer Applications/Mass Communication may also apply) Minimum 5 years of post qualification experience in Marketing/Travel &amp; Tourism/ HR/ Finance/IT/Media Management/Administration Proficiency in written &amp; spoken English is required.</p> <p><b>Infrastructure:</b> Diploma in Mechanical / Civil / Electrical Engineering (duly recognized by AICTE/ State Board of Technical Education) Minimum 5 years of relevant experience after attaining aforesaid qualification in Building / Infrastructure Projects. Proficiency in written &amp; spoken English is required.</p>	
<b>Maximum Age Limit</b>	30 years as on 28.02.2026	
<b>No. of Vacancies</b>	<p><b>General:22</b></p> <p><b>Infrastructure : 2</b></p>	
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Strong administrative, coordination, and multitasking abilities.</li> <li>• Proficiency in drafting official communications, reports, and briefs.</li> <li>• Knowledge of office procedures, documentation, and record management.</li> <li>• Familiarity with digital tools, MS Office, and basic IT applications.</li> <li>• Good interpersonal and stakeholder management skills.</li> <li>• Strong organizational and time-management skills with attention to detail.</li> </ul>	
<b>Job Profile</b>	<p><b>Role Overview</b> –This role is designed to ensure smooth execution of day-to-day departmental activities, facilitate communication across stakeholders, and assist in implementing institutional initiatives in alignment with ICAI’s objectives.</p> <p><b>Domain-Specific Responsibilities:</b> The job responsibilities outlined below are indicative and provided for informational purposes only. These</p>	

may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining.

## **A. General**

### **1. Media Management :**

- Assist in drafting press releases, media briefs, newsletters, and publications.
- Coordinate with media agencies, journalists, and PR professionals for institutional outreach.
- Support management of ICAI's social media platforms, digital content, and online engagement.
- Ensure consistent brand messaging and quality in external communication.

### **2. Marketing / Travel & Tourism**

- Support in designing and executing marketing campaigns for ICAI programs and events.
- Liaise with vendors, travel agencies, and service providers for conferences, seminars, and member programs.
- Handle travel logistics, itinerary management, and hospitality arrangements.
- Assist in preparing promotional material and outreach activities for ICAI initiatives.

### **3. Human Resource (HR)**

- Assist in recruitment processes, onboarding, and employee engagement activities.
- Maintain HR records, attendance, leave management, and training schedules.
- Support performance evaluation processes and employee welfare programs.
- Coordinate internal training and capacity-building initiatives.

### **4. Finance**

- Assist in budgeting, expense tracking, and financial reporting.
- Support preparation of bills, vouchers, and compliance with financial procedures.
- Handle coordination with finance teams for audits, reconciliations, and record keeping.
- Ensure timely submission of financial data for departmental reporting.

### **5. Information Technology (IT)**

- Provide support in maintaining departmental IT systems, databases, and digital tools.
- Assist in coordinating with vendors/developers for troubleshooting and upgrades.
- Support documentation for IT initiatives, software testing, and system adoption.
- Maintain basic data security practices and compliance with IT policies.

### **6. Administration**

- Manage office logistics, procurement of supplies, and vendor coordination.
- Handle scheduling, record keeping, and asset management.

	<ul style="list-style-type: none"> <li>• Ensure proper implementation of office policies and procedures.</li> <li>• Coordinate with facilities management for upkeep and operational efficiency.</li> </ul> <p><b>B. Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Coordinate with civil, architectural and electrical consultants, contractors, and utility agencies for smooth execution of works.</li> <li>• Act as a liaison between project engineers and higher authorities for progress reporting and issue resolution.</li> <li>• Assist in preparation of estimates, BOQs, technical specifications, and tender documents for MEPS-related works.</li> <li>• Ensure adherence to approved drawings, technical specifications, safety norms, and project timelines.</li> </ul>
<b>Compensation #</b>	Pay Level 8 – Basic Pay (47,600 – 1,51,100) - Initially approx. Rs. 12.68 lakhs per annum

<b>Position / Code</b>		<b>Assistant / 2522</b>
<b>Location</b>	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.	
<b>Qualification</b>	Masters in Business Administration in Marketing/Travel & Tourism /Media Management having proficiency in written & spoken English (Masters in Travel & Tourism Management / Mass Communication may also apply).	
<b>Experience</b>	Minimum 3 years of post qualification experience in Marketing/ Travel & Tourism/ Media Management	
<b>Maximum Age Limit</b>	28 years as on 28.02.2026	
<b>No. of Vacancies</b>	10	
<b>Desirable Skill Sets</b>	<ul style="list-style-type: none"> <li>• Strong drafting, editing, and content development skills.</li> <li>• Proficiency in communication across print, digital, and social media.</li> <li>• Familiarity with media laws, event management, and outreach strategies.</li> <li>• Working knowledge of IT tools, MS Office, CMS, and digital publishing.</li> <li>• Basic understanding of IT-enabled communication, webinars, and e-newsletters.</li> <li>• Research and analytical skills for media/communication trends.</li> <li>• Coordination, documentation, and stakeholder management abilities.</li> <li>• Strong verbal &amp; written communication, teamwork, and adaptability.</li> </ul>	
<b>Job Profile</b>	<p><b>Role Overview</b> - The role involves assisting in promotional activities, coordination with vendors and service providers, handling travel and event logistics, supporting media-related activities, and maintaining records and documentation. The position requires effective coordination with internal departments and external agencies to ensure smooth execution of assigned tasks.</p> <p><b>Domain specific Responsibilities –</b></p> <p><b>1. Media Management</b></p> <ul style="list-style-type: none"> <li>• Draft, edit, and proofread press releases, articles, newsletters, and institutional communications.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Support media outreach, event coverage, and content development for ICAI publications and digital platforms.</li> <li>• Assist in managing ICAI’s presence across social media and digital channels.</li> <li>• Coordinate with media agencies, printers, and vendors for campaigns and publications.</li> <li>• Maintain archives of communication materials and reports.</li> </ul> <p><b>2. Marketing / Travel &amp; Tourism</b></p> <ul style="list-style-type: none"> <li>• Provide operational support in planning and execution of marketing and promotional activities for ICAI programmes, events, and initiatives.</li> <li>• Coordinate with vendors, travel agencies, hotels, and service providers for conferences, seminars, study tours, and member programmes.</li> <li>• Assist in travel arrangements, itinerary preparation, ticketing coordination, and hospitality logistics for officials and participants.</li> <li>• Support the team in preparation and dissemination of promotional materials, social outreach, and communication activities related to ICAI programmes.</li> <li>• Maintain records, correspondence, and basic documentation related to marketing events and travel arrangements.</li> </ul>
<b>Compensation #</b>	Pay Level 7 – Basic Pay (44,900 – 1,42,400) - Initially approx. Rs. 12 lakhs per annum

*# Compensation consists of Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance and National Pension System (NPS). Additionally, Ex. Gratia for academic pursuit , Leave Travel Concession, Gratuity and other benefits as per service conditions are applicable.*

**B. IMPORTANT DATES:**

<b>Events</b>	<b>Date(s)/Period#</b>
Start of Online Applications by	11 <sup>th</sup> March 2026
Last date of Submission	25 <sup>th</sup> March 2026

*# Note- ICAI reserves the right to make any changes in these date(s)/period.*

**C. GENERAL CONDITIONS**

1. ICAI reserves the right to increase/decrease the number of vacancies for any post, as advertised as per its requirement or not to fill up any posts as per its requirement or even cancel the whole process of recruitment without assigning any reason.
2. **Only online applications will be accepted.** Applications received by post/by hand/by mail or by any other mode will not be accepted. No correspondence will be entertained in this regard.
3. The applicants must ensure that they fulfil the minimum eligibility criteria for the post applied for before submitting online application form. The online application form shall be filled by the candidate as per the instructions contained therein.
4. If it is found that the candidate has submitted incomplete/ false information or suppressed facts or made misrepresentation in the Application form, his/her candidature is liable to be rejected and in such an event the candidate is liable to be proceeded against by ICAI in accordance with law besides debarring him/her from applying for future employment in the

Institute. All the details given in the online form will be treated as final and no changes will be entertained.

5. All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested not to send the hard copy of their online application Form/ CV's /Certificates to the Institute. The original documents would be required for verification at the time of Interview.
6. All applications must be submitted by the specified timeline. Late submissions will not be considered. The Institute is not responsible for any technical difficulties or delays in submission caused by factors beyond its control.
7. Canvassing in any form will be a disqualification.
8. Mere possession of minimum eligibility criteria does not entitle the candidate to be called for the next stage of recruitment or get selected to the post applied for.
9. The decision of the Institute in all matters relating to the recruitment, selection and posting shall be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
10. The eligible candidates will be allowed to attend Personal Interview after checking of the documents. Candidates may also note that their candidature will remain provisional, even after successful completion of process, till the genuineness of the documents related to Academic Qualification, Experience etc. are verified. No T.A./D.A. will be paid by ICAI for attending the first round of Interview. For attending the second round of interview(if applicable), the fare will be reimbursed by the shortest route to the outstation candidates, as per rules of the "ICAI".
11. Candidates must ensure that their email address and mobile number to be registered in their online Application Form are active & in use as relevant/important information/communication will be sent on the registered e-mail address and/or through SMS on registered mobile number only. The email ID / Mobile number should be functional/ active till completion of the recruitment process. The Institute shall not be responsible for any noncommunication/ miscommunication with a candidate in the email address or mobile number given by him/her. ICAI shall not be responsible for any loss of email, due to invalid/wrong email id/ loss in transit etc. No request in this regard will be entertained. Candidates are advised to visit the website of the Institute and also check their registered e-mails regularly for latest updates.
12. Candidate employed in Central/State Government/Public Sector Enterprises/Autonomous bodies, should mandatorily produce the NO OBJECTION CERTIFICATE at the time of Interview failing which they will not be allowed to appear for the Personal Interview.
13. The candidate may be required to provide details regarding criminal cases(s) pending against him/ her, if any. ICAI may also conduct independent verification, inter alia, including verification of police records etc. It reserves the right to deny the appointment in case of receipt of adverse reports of antecedent verification.
14. Mere issuance of Call Letter, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of selection process.
15. Internal candidates should additionally download and forward a copy of their filled online application through their respective Heads of Departments.
16. The candidates selected shall be on probation for a period of one year which may be extended for non-satisfactory performance.

17. The Institute reserves the right to modify these terms and conditions/ issue corrigendum at any time without prior notice. Please note that any notification/ corrigendum will be published only on the ICAI website, and it is the applicant's responsibility to check the same.
18. Selected candidates will be posted in any of the offices of the Institute across the country as per manpower requirements and liable to be transferred anywhere in India.
19. Applicants are allowed to apply against only one position code by submitting their application only once for the particular position code. Multiple/duplicate applications will lead to disqualification.

**20. Work Experience: -**

- a) The work experience shall be on **full time basis** and only post-qualification experience will be considered.
- b) For employment in a firm, Limited Liability Partnership (LLP), or office by qualified professionals—such as Chartered Accountants (CA), Company Secretaries (CS), Cost Accountants, Lawyers, Engineers, Architects, or other equivalent professionals—shall be considered as “industry” experience. This includes self-practice/ partnership in the respective professional capacity. Part-time or freelancing work will not be counted towards the required number of years of experience. Articleship/ Internship / Training experience which is part of the requirements of attaining any qualification is not counted towards years of work experience.
- c) Only regular, full-time teaching/research experience will be considered; part-time working, guest/visiting faculty experience are not eligible.
- d) No relaxation in the required years of experience will be granted to candidates holding an LLM degree for positions where the required qualification is LLB.

**21. Academic Qualification -** As regards qualification, the following is clarified –

- a) All the educational qualifications mentioned should be from a University/Deemed University/Institution/Board recognized by AICTE/UGC/ appropriate statutory authority.
- b) In case of Master of Business Administration (MBA), the degree must be obtained from an institution/university recognized by NBA and NAAC or possessing valid international accreditation such as AACSB, AMBA, or EQUIS. Executive MBAs will not be accepted.
- c) In the case of dual qualifications/specialization, candidates have to necessarily produce proof that their major specialization conforms to the requisite eligibility prescribed for the post.

**22. Application**

**a. Application Fee -**

- An application fee of ₹500 (Rupees Five Hundred only) (Non – refundable), inclusive of all applicable taxes, shall be payable by the candidates at the online portal.
- An application shall be treated as complete only after submission of all required details and successful payment of the application fee. Incomplete applications are liable to be rejected.

**b. Documents Upload -**

- Candidates must upload all required documents in the prescribed format at the time of submission of the online application. Incomplete form without required information/ documents shall lead to rejection/cancellation of candidature at any stage of the recruitment process, without any further notice.

**23. Written Test –**

**a. Computer Based Test (CBT) -**

- For the posts of Assistant Secretary, Section Officer and Assistant, the selection

process shall include a Computer Based Test (CBT) , for which the syllabus is as given in the [Annexure](#) below.

- The various modalities of the Computer Based Test are as follows:

S. No.	Parameter	Modalities & Marking Scheme																								
1	Mode of Examination	Computer Based Test (CBT)																								
2	Medium / Language	English																								
3	Question Paper Type	Multiple Choice Questions (MCQ) + Descriptive																								
4	Sections, Number of questions and Marks in Question Paper	<p><b>For Assistant Secretary</b></p> <table border="1"> <thead> <tr> <th colspan="3">General Section</th> </tr> </thead> <tbody> <tr> <td>Part A – Multiple Choice Questions (MCQ)</td> <td>30 Questions</td> <td>30 Marks</td> </tr> <tr> <td>Part B - Descriptive</td> <td>02 Questions</td> <td>30 Marks</td> </tr> <tr> <th colspan="3">Technical Section</th> </tr> <tr> <td>Multiple Choice Questions (MCQ)</td> <td>90 Questions</td> <td>90 Marks</td> </tr> </tbody> </table> <p><b>For Section Officer &amp; Assistant</b></p> <table border="1"> <thead> <tr> <th colspan="3">General Section</th> </tr> </thead> <tbody> <tr> <td>Part A – Multiple Choice Questions (MCQ)</td> <td>120 Questions</td> <td>120 Marks</td> </tr> <tr> <td>Part B - Descriptive</td> <td>02 Questions</td> <td>30 Marks</td> </tr> </tbody> </table>	General Section			Part A – Multiple Choice Questions (MCQ)	30 Questions	30 Marks	Part B - Descriptive	02 Questions	30 Marks	Technical Section			Multiple Choice Questions (MCQ)	90 Questions	90 Marks	General Section			Part A – Multiple Choice Questions (MCQ)	120 Questions	120 Marks	Part B - Descriptive	02 Questions	30 Marks
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8	<b>Negative Marking</b> <ul style="list-style-type: none"> <li>•MCQ</li> <li>•Descriptive Questions</li> </ul>	0.25 marks for each wrong answer Not Applicable																								

#### b. Centre Allotment -

- For the written examination (CBT), candidates can select their preferred test centre through the online portal. The allotment of Examination Centre shall be made solely on the basis of availability of seats and preferences given by the candidate. Decision of the competent authority in this regard shall be binding. No request for change of centre shall be entertained.
- ICAI reserves the right to cancel or add more cities and centres. The computer-based test (CBT) could be shifted to any other city of examination depending upon the administrative feasibility.

#### c. Selection –

- The final selection will be based on the performance in the written test(where applicable) and interview(s) process.

To apply, click on the link below -



## **ANNEXURE**

### **Syllabus for Computer Based Test (CBT)**

#### **Position - Assistant Secretary**

#### **General Section (Multiple Choice Questions - MCQ + Descriptive)**

##### **Part – A (MCQ)**

- General Awareness
- Logical Reasoning
- Quantitative Aptitude
- English Language & Comprehension

##### **Part – B (Descriptive)**

- Drafting of Official Letters / Memos/ Office Notes/Reports

#### **Technical Section (Multiple Choice Questions - MCQ)**

##### **Chartered Accountants – (Code 2513)**

- Accounting Standards
- Advanced Auditing, Assurance and Professional Ethics
- Financial Reporting
- Corporate and Other Laws
- Financial Management and Strategic Management
- Direct Tax Laws and International Taxation
- Indirect Tax Laws
- Information Systems

##### **Legal – Code (2514)**

- Constitutional Law
- The Indian Contract Act & Arbitration and Conciliation Act.
- Company/Corporate Law
- Labour and Industrial Law
- Civil Procedure Code (CPC)
- Code of Criminal Procedure (CrPC) / Bharatiya Nagarik Suraksha Sanhita, 2023 (BNSS) & Law of Evidence/Bharatiya Sakshya Adhinyam (BSA)
- Indian Penal Code (IPC)/Bharatiya Nyaya Sanhita (BNS)
- Administrative Law
- Consumer Protection Act
- Intellectual Property Rights (Basics)
- The Limitation Act
- Right to Information (RTI)
- Law of Property and Easement

**Company Secretary – Code (2515)**

- Jurisprudence, Interpretation & General Laws
- Governance, Risk Management, Compliances and Ethics
- Drafting, Pleadings and Appearances
- Secretarial Audit, Compliance Management and Due Diligence
- Securities Laws & Capital Markets
- Economic, Business and Commercial Laws
- Company Law & Secretarial Practice
- Tax Laws

**Economics – Code (2516)**

- Microeconomics
- Mathematical Economics
- Econometrics
- Macroeconomics
- Economic Development and Policy in India
- Financial Economics

**Sustainability – Code (2517)**

- Eco-systems, Habitats, and Sustainability
- Climate Studies and Environment Impact Assessment
- Environmental and Natural Resource Economics
- Monitoring and Evaluation in Environment and Sustainability
- GHG Accounting and Carbon Markets
- Global Climate and Environmental Governance
- Environmental and Sustainability Analytics
- Public Policy, Governance and Ethics

**Human Resource – Code (2518)**

- Human Resource Management (HRM) – Core Concepts
- Organizational Behaviour
- Organizational Development and Change
- Industrial Relations Management
- Labour Laws
- Performance Management
- HR Analytics & Technology

**Information Technology – Code (2519)**

- Cybersecurity & Data Protection
- Data Analytics & Visualization for User Engagement
- IT Governance & Compliance (e.g., COBIT, ISO 27001)
- API Integrations & Web Services
- Web Portal Development & Maintenance
- Database Management Systems (DBMS)
- Artificial Intelligence
- Block Chain
- Cloud Computing & Infrastructure (AWS/Azure/GCP)
- Learning Management Systems (LMS)

**Mass Communication/ Journalism – Code (2520)**

- Basics of Mass Communication Journalism
- Media Laws & Ethics
- Development Communication
- Advertising & Public Relations
- New Media & Digital Communication
- Global Media & Current Affairs
- Content Development

**Section Officer – Code (2521) – General & Infrastructure****Part – A (MCQ)**

- General Awareness
- Logical Reasoning
- Quantitative Aptitude
- English Language & Comprehension
- Computer Knowledge (Advanced MS Office)

**Part – B (Descriptive)**

Drafting of Official Letters / Memos / Office Notes/Reports

**Assistant – Code (2522)****Part – A (MCQ)**

- General Awareness
- Logical Reasoning
- Quantitative Aptitude
- English Language (Grammar, Comprehension, Vocabulary)
- Computer Knowledge (MS Office)

**Part – B (Descriptive)**

Drafting of Official Letters / E-Mails

