

Insolvency Professional Agency of Institute of Cost Accountants of India
(Section 8 Company registered under the Companies Act, 2013)

CIN: U74999DL2016NPL308717

Date: 4th December 2023

ADVERTISEMENT FOR RECRUITMENT OF ASSISTANT MANAGER

Particulars	Eligibility and Other Details
No. of Positions	1
Age limit as on 30.06.2023	Not exceeding 30 years
Education	CMA/CS/CA - (Qualified/Semi Qualified) / LL. B / MBA
Experience	Minimum 2- 3 years. (Preference shall be given to those having past work profiles/experience in IBC domain.)
Consolidated Salary	Rs. 30,000 - 35,000 per month
Job Description	<ul style="list-style-type: none">a) Assist in Monitoring of Professional Membersb) Assist in Inspection of Insolvency Professionalsc) Assist in Enrollment of Professional Membersd) Reports writing and drafting of minutes.e) Coordination for compliances with Professional members.f) Conduct of meetings/events on professional matters.g) To carry out research work on IBC and other related subjects.h) Updating of the latest in the field of IBC.i) Preparation of Journals, Newsletters, compendium, and guidance notes, casebooks, case analysis, Dossiers, etc. for the company.j) Conduct of meetings/events on professional matters.
Nature of Engagement	Contractual
Period	2 Years
Place of Posting	Noida
Link to Apply	https://forms.gle/j6fUEeHRfAEkiLZw5
Last Date to Apply	8 th January 2024

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General Information:

- Candidates are to submit the applications online only. No other means/ mode of application shall be accepted. In case of any queries in this regard please contact hr@ipaicmai.in .
- The post is purely on a contractual basis. This engagement is not a regular employment in the IPA ICMAI.
- Mere submission of application and fulfilling the eligibility criteria do not give any right to any person to appear for interview. Only Shortlisted candidates will be called for the Interview.
- Original and attested copies of all documents in proof of Age, Qualifications, experience, etc. should be submitted by the candidates at the time of the Interview.
- Engagement will be subject to the Rules and Regulations of the IPA ICMAI in force from time to time.
- In case it is found that Information furnished by a candidate is false, misleading, or defective in any manner, the candidature of such person shall be summarily rejected, and the application will be considered invalid. The candidates are advised to be confirmed and satisfied fully with the correctness of the information furnished.
- The decision of management of the IPA ICMAI in the selection process shall be final and binding upon the candidate.
- IPA ICMAI reserves the right to reject any application without assigning any reason whatsoever.