



# Insolvency Professional Agency of Institute of Cost Accountants of India

(Section 8 Company registered under the Companies Act, 2013)

CIN: U74999DL2016NPL308717

Date: 22<sup>nd</sup> Aug 2022

## **ADVERTISEMENT FOR RECRUITMENT OF ASSISTANT MANAGER – RESEARCH & PUBLICATION AND MONITORING**

Particulars	Eligibility and Other Details
<b>No. of Positions</b>	1
<b>Age limit as on 30<sup>th</sup> April 2022</b>	Not exceeding 30 years
<b>Education</b>	CMA/CS/CA - (Qualified/Semi Qualified) / LL.B / MBA
<b>Experience</b>	Minimum 2- 3 years. (Preference shall be given to those having past work profiles/experience in IBC domain.)
<b>Salary Range (Consolidated)</b>	Rs. 30,000 – Rs. 35,000/- per month
<b>Job Description</b>	<b><u>Research and Publications</u></b> <ul style="list-style-type: none"><li>a. To carry out research work on IBC and other related subjects.</li><li>b. Updation of the latest in the field of IBC.</li><li>c. Preparation of Journals, Newsletters, compendium, and guidance notes, casebooks, case analysis, Dossiers, etc for the company.</li><li>d. To organize discussions and round table conferences on professional matters.</li><li>e. To update the website with the latest in Research and Publication material.</li><li>f. Any other work related to Research &amp; Publication</li></ul> <b><u>Monitoring</u></b> <ul style="list-style-type: none"><li>g. Assist in monitoring of Professional Members</li><li>h. Assist in Inspection of Insolvency Professionals</li><li>i. Reports writing and drafting of minutes</li><li>j. Coordination for compliances with Professional members.</li><li>k. Conduct of meetings/events on professional matters.</li></ul>
<b>Nature of Engagement</b>	Contractual
<b>Period</b>	2 Years
<b>Place of Posting</b>	Noida
<b>Link to Apply</b>	<a href="https://forms.gle/jg8gZpDVamXXsm2i6">https://forms.gle/jg8gZpDVamXXsm2i6</a>
<b>Last Date to Apply</b>	1 <sup>st</sup> September 2022

**Corporate Office:** 1st Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi- 110003

**Registered Office:** 4th Floor CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi- 110003

**Noida Office:** 1<sup>st</sup> Floor, C-42, Noida Sector – 62, Uttar Pradesh-201301

**Website:** www.ipaicmai.in | **email:** ipa@icmai.in | **Phone:** 011- 24666128, 24666153



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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 problem in this regard please contact [hr@ipaicmai.in](mailto:hr@ipaicmai.in) .
- The post is purely on contractual basis. This engagement is not a regular employment in the IPA-ICAI.
- 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 Interview
- Engagement will be subject to the Rules and Regulations of the IPA ICAI 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 null and void. The candidates are advised to be confirmed and satisfy themselves fully about the correctness of the information furnished.
- The decision of management of the IPA ICAI in the selection process shall be final and binding upon the candidate.
- IPA ICAI reserves the right to reject any application without assigning any reason whatsoever.

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