



Insolvency Professional Agency of Institute of Cost Accountants of India

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

CIN: U74999DL2016NPL308717

Date: 22nd August 2022

ADVERTISEMENT FOR RECRUITMENT OF ASSISTANT MANAGER – IT & PROFESSIONAL DEVELOPMENT

Particulars	Eligibility and Other Details
No. of Positions	1
Age limit as on 30 th April 2022	Not exceeding 30 years
Education	MCA/ BCA/ B.TECH(CS/IT)
Experience	Minimum 2-3 years
Salary Range (Consolidated)	Rs. 30,000 - Rs. 35,000 per month
Job Description	<p><u>IT</u></p> <ol style="list-style-type: none">Backend support for Information Technology.Install and configure computer hardware operating systems and applications.Monitor and maintain computer systems and networks.Assist in development of applications and computer programs.Resolution of system and network problems, diagnosing and solving hardware or software faults.Provide support, including procedural documentation and backup of systems.Set up new users' accounts and profiles and deal with password issues.Other IT related issues of the company.Ensuring the IT security and management of databaseManagement of IT hardware/software including its serviceability. <p><u>Professional Development</u></p> <ol style="list-style-type: none">To plan and organize the professional development programs /events conducted by the company.To coordinate with various stake holders for conduct of the programs.Coordinating and arranging meetingsTo design and develop flyers, brochures, schedules and other material for the programs and publications of the company.Preparation of Program Reports.

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: 1st 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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	p. Any other work allocated by the company.
Nature of Engagement	Contractual
Period	2 Years (Extendable on the basis of performance on the sole discretion of the company)
Place of Posting	Noida
Link to Apply	https://forms.gle/aMps5XrmeLHCXvAY8
Last Date to Apply	1 st September 2022

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.
- 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.
