

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

CIN: U74999DL2016NPL308717

Date: 14th November 2022

ADVERTISEMENT FOR RECRUITMENT OF ASSISTANT MANAGER'S

| Particulars | Eligibility and Other Details |
|-----------------------------------|---|
| No. of Positions | 2 |
| Age limit as on 30.06.2022 | 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. 25,000 - 30,000 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 minutese) 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) Updation 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/AsJ62UbDHD8VPtPh9 |
| Last Date to Apply | 30 th November 2022 |

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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 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.