



**INSOLVENCY PROFESSIONAL AGENCY  
OF INSTITUTE OF COST ACCOUNTANTS OF INDIA (IPA ICAI)**

**INSOLVENCY PROFESSIONAL AGENCY OF INSTITUTE OF COST ACCOUNTANTS OF INDIA**

Date:21.05. 2021

**ADVERTISEMENT FOR THE POST OF ASSISTANT MANAGER- IT & ADMIN**

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post of                 | Assistant Manager-Administration and IT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| No. of Vacancy          | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Mandatory Qualification | BCA/ MCA/ B-TECH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Preferred Qualification | ICWA/ Diploma in IT, Diploma in Web Designing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Skills                  | Well versed in Computers [MS- OFFICE] and data management, Good communication skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Experience              | Minimum 0-2-year(s) experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Fixed Remuneration      | Rs. 28000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Nature of Engagement    | On contract for 2 years, subject to annual review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Place of Posting        | New Delhi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Last Date to apply      | 06/06/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Job Profile             | <ol style="list-style-type: none"><li>1. Day-to-day administrative support to the company.</li><li>2. Coordinating schedules, arranging meetings,</li><li>3. Ensuring the confidentiality and security of files and filing systems.</li><li>4. Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times.</li><li>5. Giving back end support for Information Technology.</li><li>6. Install and configure computer hardware operating systems and applications.</li><li>7. Monitor and maintain computer systems and networks.</li><li>8. Troubleshoot system and network problems, diagnosing and solving hardware or software faults</li><li>9. Provide support, including procedural documentation and relevant reports.</li><li>10. Set up new users' accounts and profiles and deal with password issues.</li></ol> |

**General Information:**

- The candidates shall be required to email their candidature on [hr@ipaicmai.in](mailto:hr@ipaicmai.in).
- No other mean/ mode of application shall be accepted.
- The post is purely on contractual basis. This engagement is not a regular employment in the IPA-ICAI (Cost).
- During the period of engagement, the person should not engage in any other occupation. Further renewal of the engagement will subject to approval of the competent authority(s).
- IPA-ICAI (Cost) will consider increased remuneration based on the satisfactory performance of the candidate, after completion of a period of one year.
- Mere submission of application and fulfilling the eligibility criteria does not give any right to any person to appear for interview etc.
- Only Shortlisted candidates will be called for the Interview. Original and attested copies of all document in proof of Age, Qualifications, Experience, for the minimum period of experience as indicated for the post, etc. should be submitted by the candidate, if called for Interview.
- Engagement will be subject to the Rules and Regulations of the IPA-ICAI (Cost) in force from time to time. Other benefits (if applicable) shall be as per the rules of the IPA-ICAI of Institute of Cost Accountants of India as amended from time to time.
- In case it is found that Information furnished by a candidate is false or defective in any manner, the candidature of such persons will be summarily rejected as and when it comes to the notice of the management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished.
- The decision of management of the IPA-ICAI (Cost) in the selection process shall be final.
- The management of the IPA-ICAI(Cost) reserves the right to reject any application without assigning any reason whatsoever.
- Candidates are advised to apply within the last date of application. Any applications received after the closure date will not be accepted or entertained.
- Canvassing for any candidate would be a reason for disqualification.