

## **I-CMA SERVICE**

### **1. SCHEME**

#### **1.1 Objective**

The objective is to create a Cadre similar to Tata Administrative Services, who will provide support services to Institute's members, students and other stakeholders. It is expected that creation of the Cadre will help to strengthen the administrative and technical wings of the Institute.

#### **1.2 Eligibility**

Only those who had secured a position among the first fifty rank-holders in the Final examination held in June and Dec 2012 will be eligible for recruitment in the first batch.

#### **1.2 Number of Positions**

Ten individuals will be recruited in the first batch of the Cadre. Further batches will be considered as decided by the Council.

#### **1.3 Training Period and Stipend**

Selected candidates will undergo on the job and off the job training for a period of one year. The trainees will be paid a stipend of Rs.50,000/- p.m. consolidated during the training period. They will not be eligible for any other allowances. 10% of the stipend will be retained as retention money which will be refunded at the successful completion of the one year training period. It will be forfeited if any candidate in case he discontinues the training before the mandatory one year period.

#### **1.4 Selection Process**

Selection will be based on performance in Case-analysis, Group Discussion and personal interview.

### **1.5 Selection Committee:**

The selection committee will be headed by the President, members of the Executive Committee and external experts.

### **1.6 Training Scheme**

- (i) The trainees will be allocated to two streams: Administrative and Technical.
- (ii) Immediately after recruitment, all the trainees will attend i) Two week orientation course in the Institute and ii) Two week course through reputed management institutions. The faculty of the Institute will also evaluate the performance of the trainees based on this two week course.
- (iii) During the balance eleven months of the training period, trainees will be rotated on different jobs at Delhi, Kolkata, Hyderabad and other offices of the Institute. A detailed training calender will be prepared for the training. For the trainees selected for the Administration stream, training will focus on training on administrative jobs. For the trainees selected for the Technical stream, training will focus on training on technical jobs.
- (iv) In addition to the on-the-job training, off-the job training will be provided.
- (v) Performance of trainees will be evaluated on continuous basis. A detailed evaluation system will be developed.

## **2. ABSORPTION:**

### **2.1 Substantive Position**

After successful completion of training, trainees will be offered appointment at the Assistant Director level, in various departments and locations of the Institute.

### **2.2 Bond**

Trainees who will accept the appointment at the level of Assistant Director will have to execute a bond for serving the Institute for at least three years. However, they will be allowed to leave the service on payment 50% of the training expenditure in the form of total stipend paid to them.