



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory Body Under an Act of Parliament)
CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016



Ref: HRD/MANPOWER/2022

20th July, 2022

Advertisement for engagement of HRD Assistant

No. of Positions	:	1 (One)
Qualification	:	MBA – HR or equivalent
Nature of Engagement	:	Under 3 rd party payroll
Experience	:	1 – 2 years in relevant field.
Job Description	:	<ul style="list-style-type: none">• Data and MIS maintenance.• Leave and Attendance maintenance.• Co-ordination with Regional Councils & Chapters• Payroll management.• Maintenance of Statutory compliances.
Salary per month	:	Rs. 35,000/- (in hand)
Place of Posting	:	Kolkata

This engagement is not a regular employment in the Institute and it will not confer any right or privilege whatsoever in any manner for regularization or continuous engagement in the Institute.

The personnel are required to attend the Institute regularly on all working days and be guided by the Institute's working hours. They will not be entitled to any paid leave as such but may be allowed one day's leave only per month along with weekly off and approved Holiday list of the Institute.

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- Please send your resume at hr2@icmai.in
 - Last date of application – 10th August, 2022