



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



Ref: HR/RA/KOL-DEL/2024

January 16, 2024

Notice for inviting applications for engagement of Research Associates

Required ‘Research Associates’ under various Directorates/Departments/Committees of the Institute.

The Institute of Cost Accountants of India is a statutory body enacted by the Parliament under the Cost and Works Accountants Act, 1959 to regulate and develop the profession of Cost and Management Accountancy in India. The Institute has on its roll over 90,000 members and 5,00,000 students. The Institute is governed by the Council responsible for the affairs of the Institute and for discharging the functions under the Cost and Works Accountants Act, 1959 having its Headquarters at Kolkata, Office at New Delhi, 4 Regional Councils at Mumbai, Chennai, Kolkata and New Delhi, Chapters at 114 cities across the country, 11 overseas centers.

For providing suitable administrative and professional support to the Institute at the Headquarters, Kolkata and Delhi Office, the Institute is inviting applications from qualified CMA professionals who have desire to acquire valuable knowledge and expertise.

Qualified professionals may apply on priority. The persons should possess requisite domain knowledge and experience in the area of finance, costing, taxation and allied areas with good knowledge in computers and excellent communication skill.

- Qualification** : CMA (Final / Inter)
- Nature of Engagement** : Contractual
- Period of Contract** : 11 months (under 3rd Party) from the date of commencement. Extension as per the approval of the competent authority.
- Experience** : 0 – 1 year.
- Salary** : As per the approved slab along with all statutory benefits
- Place of Posting** : Kolkata / Delhi Office
- Job Profile** :
- Should have very good writing, drafting, communication skills and proficient in computer operation.
- Incumbent should be well versed with the latest Act, Rules and Regulations pertaining to professional avenues, Finance, Taxation and allied areas.
- Should capable in assisting in day to day accounting/administrative activities, assisting in GST/Taxation/Tally related work, Academic Related research work, etc.

- Apply through Google Form – Link <https://forms.gle/nLwF853iVExWau3W8>
- Last date of application – Tuesday, 23rd January, 2024.