



The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

Announcement

EMPANELMENT OF RESOURCE PERSONS FOR ACADEMIC PURPOSES

The Institute invites applications from individuals interested to be empanelled as Resource Persons for Academic Purposes including Content development and preparation of Study Material lessons, Review of Content of Study Material, Subject/Topic Specific Video Lectures, Framing of Multiple Choice Questions, Editing of Contents, Preparation of Test Papers, Development of Case Studies etc., as per the prescribed eligibility criteria.

Scope of Work Area

A. Writing of study material including MCQ for Question bank

- (i) Practical Application & Business Communication

B. Revision of Study Material including MCQ for question bank

- (i) Paper - I: Fundamentals of Accounting
(ii) Paper - II: Business Laws & Companies Act
(iii) Paper - III: Financial Accounting & Cost Accounting
(iv) Paper - IV: Fundamentals of Taxation
(v) Accounting in Computerized Environment

C. Topic Specific Video Lectures

Content Writing and Content Review will include the following:

- Clarity of concepts and principles;
- Simplicity and continuity in presentation, without repetition unless contextually necessary;
- Interactive, interesting and user- friendly study material with case studies, case laws, pictorial and flow chart presentation etc.;
- Current and relevant updates;
- Enrichment of Contents grammatically and technically; sequencing of contents in proper manner; Remove gaps in writing, if any.

Eligibility Criteria for Resource Persons

Parameter	Content Writer and Reviewer
Professional Qualification and Experience	<ul style="list-style-type: none">• A Member of the Institute of Cost Accountants of India• Head of the Department (HOD) / Professor / Lecturer of Management, Commerce, Economics or Law.• Teacher / Faculty at Schools/ Colleges.• Any other professional like CA/CS/CFA/MBA/Post Graduate or a CAT passed person of high reputation and experience, if found suitable by the CAT Directorate for engagement as Resource Person.• Post Qualification Experience of at least 2 (Two) years required.

How to apply

The candidates shall be required to submit their application to cat.ad1@icmai.in in the prescribed format. No other means / mode of application shall be accepted. Only one application shall be accepted from one candidate. Candidates should ensure that they fulfill the prescribed eligibility and other conditions mentioned in this announcement. **The last date of submission of application is 6th June,2019.**

Selection Process

After scrutiny of applications, Resource Persons will be selected by a Committee formed for this purpose.

Honorarium

Honorarium as prescribed by the Institute is as under:

Activities	CAT Course
Writing of study material including MCQ for Question bank	Rs. 50,000/- per study material
Revision of Study Material including MCQ for question bank.	Rs.25,000/- per study material
Topic Specific Video Lectures	Rs. 3000/- per lecture

However, honorarium will not be a constraint for the deserving Expert.

Confidentiality

Empanelled Resource Persons must make all out efforts to ensure confidentiality of the information related to work allotted by the Institute.

Other conditions

- The Institute may relax any of these Guidelines in deserving cases.
- The Institute may discontinue the panel of Resource Persons for Academic Purposes at any time without any notice assigning any reason.
- Empanelment is not binding on the Institute.
- Institute reserves the right to allocate the work among Resource Persons as per the requirements.
- Decision of the Institute is final and binding in all respects.

For any queries/feedback, please write to Directorate of CAT at:-

The Institute of Cost Accountants of India Directorate of Certificate in Accounting Technicians (CAT)

CMA Bhawan, 3, Institutional Area,
Lodhi Road, New Delhi-110003

E-mail: cat.ad1@icmai.in/catdelhi@icmai.in /

Contact person: Ms. Ria Chowdhury, Asst. Director (CAT), 08981391330

Empanelment of Resource Persons for Academic Purposes

Content Writer, Content Reviewer and Content Reviser

Name in Full	
Address for correspondence	
Email Address	
Mobile number	
If member of the Institute, then mention membership number	
Date of Birth	

Academic and Professional Qualification (In reverse chronological order- starting from latest first)

S.No	Qualification	Name of Institute/University	Year of Passing	Subject/Specialization	Remarks

Teaching Experience

(In reverse chronological order- starting from latest first)

S.No	Name of Organisation	Designation	Experience in Years	Remarks

Area of Work you wish to undertake	Content Writer	Content Review	Content Revision	Video Lectures
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If interested in Study Material (Lessons) Content Writing, please mention the relevant subjects as per area of interest/expertise	Fundamentals of Accounting
	Business Laws & Companies Act
	Financial Accounting & Cost Accounting
	Fundamentals of Taxation
	Accounting in Computerized Environment

If interested in Content Reviewing, please mention the subjects as per area of interest/expertise	
Any other information that you wish to provide	

I declare that the information furnished above is true and correct to the best of my knowledge & belief. I understand that if at any stage, it is found that any information given in this application is false/incorrect, that I do not satisfy the eligibility criteria according to ICAI, my candidature/appointment is liable to be cancelled/terminated. Further, the contents developed by the Resource Persons are sole and exclusive Property of the Institute. Resource Person shall not use the contents for any other purpose.

Signature:

Name:

Date: