

**Job Description:**

**1. For Vacancy 1 : Research and Publications**

- a) To carry out research work on IBC and other related subjects.
- b) Updation of the latest in the field of IBC.
- c) Preparation of Journals, Newsletters, compendium, and guidance notes, casebooks, case analysis, Dossiers, etc for the company.
- d) To organize discussions and round table conferences on professional matters.
- e) To update the website with the latest in Research and Publication material.
- f) Any other work related to Research & Publication

**2. For Vacancy 2: Monitoring**

- a) Assist in monitoring of Professional Members
- b) Assist in Inspection of Insolvency Professionals
- c) Reports writing and drafting of minutes
- d) Coordination for compliances with Professional members.
- e) Conduct of meetings/events on professional matters.

- 1. Name of the position: Assistant Manager
- 2. Eligibility Criteria: CMA plus 2 years of experience
- 3. CTC p.a.: Rs. 5.5 LPA.
  
- 4. Job location: Noida
- 5. No. of vacancies (tentative): 2