



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

The Institute of Chartered Accountants of India (ICAI) is a statutory body established for regulation of the profession of Chartered Accountants in India. During its more than 70 years of glorious existence, ICAI has achieved recognition as a second largest global Accountancy Body. ICAI invites applications from dedicated and energetic candidates with good academic records for the following regular positions based at Delhi/NCR (liable to posted anywhere in India):

Position	Assistant/UDC/LDC			
Pre-requisite	Position	No. of Vacancies	Essential Qualification (Full Time)	Post Qualification experience
	Assistant - Accounts	2	M.Com/MBA (Finance)/MCA/M.E. or M.Tech Degree in Civil Engineering, IT or Computer Science	3 Years
	Assistant - Civil Engineer	1		
	Assistant - Information Technology	1		
	UDC	2	Graduate in any discipline	5 Years + typing speed of 40 words per minute in English
		1		5 Years + typing speed of 40 words per minute in Hindi
LDC	2	1 Year + typing speed of 40 words per minute in English		
Skill Sets	<ul style="list-style-type: none">Comprehensive knowledge of MS OfficeAbility to work independently and collegiallyAbility to face new challengesExcellent administrative skillsGood Organizational skills and ability to manage & meet deadlinesEffective Communication SkillsMust have methodological approach and problem – solving skills			
Job Profile	<ul style="list-style-type: none">To handle functional or administrative tasksTo complete all assigned tasks and assisting in day-to-day operationsTo format information for internal and external communication – e-mails, presentation, reports etc.To maintain comprehensive and accurate recordsTo create and update records ensuring accuracy and validity of informationTo perform such other tasks as assigned by the seniors from time to time			
Age Limit	<ul style="list-style-type: none">22-38 years as on 31.08.2021			
Compensation	<ul style="list-style-type: none">Rs. 4.5 lakhs - Rs. 8.8 lakhs per annum (approx.)			

Application will be accepted in ICAI's Structured format only (available on the website of the Institute)

ICAI holds the right to relax any eligibility criteria for deserving candidates and its decision regarding eligibility, shortlisting of candidates, conduct of Interview and selection will be final and binding on the applicants and only shortlisted candidates will be invited for Interview. Interested candidates may send their application in Structured format through email at recruit2021@icai.in or can send through speed post to Joint Director - HR, The Institute of Chartered Accountants of India, ICAI Bhawan, I.P.Marg, New Delhi-110002, superscribing on the envelope "**Application for the post of Assistant / UDC/ LDC**" within 15 days from date of release of this advertisement.

Application Form