



# 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 by an Act of Parliament for regulation and development of the profession of Chartered Accountants in India. The ICAI is the largest professional body of Chartered Accountants in the world, with a strong tradition of service to the Indian economy in public interest. ICAI invites applications for its various branches of Regional Councils as per its Branch Human Resource Scheme 2022.

Position	BRANCH IN-CHARGE
<b>Skill Sets</b>	<ul style="list-style-type: none"> <li>• Good interpersonal communication skills in English in writing and speaking.</li> <li>• Knowledge of computer applications such as MS Office or equivalent.</li> <li>• Effective Managerial &amp; Administrative skills.</li> <li>• Focus on building relationships and resolving conflicts.</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>• To manage day-to-day administrative operations of the Branch.</li> <li>• To coordinate with the Management Committee to ensure smooth workflow and timely completion of tasks.</li> <li>• To coordinate with relevant stakeholders to procure necessary resources as per requirements.</li> <li>• To liaison with internal and external stakeholders to address inquiries, concerns, and solicit feedback from stakeholders and incorporate suggestions for enhancement.</li> <li>• To build and maintain strong relationships with key stakeholders to support organizational objectives.</li> <li>• To resolve complaints of ICAI Members/ Students associated with the Branch.</li> <li>• To ensure effective implementation of the BHRS Policy framed by the Head Office.</li> <li>• To oversee activities of Branch Staff, training, and performance evaluation to ensure a high level of productivity and professionalism.</li> <li>• To deliver guidance to the Branch staff to raise explicit work atmosphere and stimulate teamwork.</li> <li>• To allocate resources effectively to meet Branch objectives within allocated budgets.</li> <li>• To monitor resource utilization and identify opportunities for optimization.</li> <li>• To maintain accurate records and documentation related to Branch activities.</li> <li>• To prepare periodic reports, presentations to examine branch performance against key performance criteria given by the Regional Office and the Head Office.</li> <li>• To record the Branch progress and grant recommendations to senior management.</li> <li>• To drive initiatives to streamline workflows, reduce costs, and enhance overall effectiveness of the Branch.</li> <li>• Any other works assigned.</li> </ul>
<b>Branch Category</b>	<b>Category I Branches</b>
<b>Location (Region-Branch)</b>	<b>CIRC</b> – Jaipur <b>SIRC</b> - Bangalore/ Hyderabad <b>WIRC</b> - Ahmedabad/ Pune
<b>Qualification &amp; Experience</b>	Graduate from an Institute or University recognized by Law, having minimum 15 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	50 years as on 31.05.2024
<b>Compensation</b>	Total Rs.7.34 lakhs per annum (approx.)
<b>Branch Category</b>	<b>Category II Branches</b>
<b>Location (Region-Branch)</b>	<b>NIRC</b> – Gurugram <b>WIRC</b> - Surat
<b>Qualification &amp; Experience</b>	Graduate from an Institute or University recognized by Law, having minimum 10 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	50 years as on 31.05.2024
<b>Compensation</b>	Total Rs.6.24 lakhs per annum (approx.)
<b>Branch Category</b>	<b>Category III Branches</b>

<b>Location (Region-Branch)</b>	<b>CIRC</b> – Ghaziabad <b>NIRC</b> – Faridabad <b>WIRC</b> - Kalyan Dombivli/ Thane/ Vasai
<b>Qualification &amp; Experience</b>	Graduate from an Institute or University recognized by Law, having minimum 10 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	50 years as on 31.05.2024
<b>Compensation</b>	Total Rs.5.51 lakhs per annum (approx.)
<b>Branch Category</b>	<b>Category IV Branches</b>
<b>Location (Region-Branch)</b>	<b>CIRC</b> - Gautam Budh Nagar/ Lucknow/ Meerut/ Raipur/ Udaipur <b>EIRC</b> - Bhubaneswar/ Guwahati <b>NIRC</b> - Hisar/ Jalandhar/ Ludhiana <b>SIRC</b> - Chengalpattu/ Vijayawada/ Visakhapatnam <b>WIRC</b> - Nashik/ Navi Mumbai/ Pimpri Chinchwad/ Rajkot
<b>Qualification &amp; Experience</b>	Graduate from an Institute or University recognized by Law, having minimum 8 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	50 years as on 31.05.2024
<b>Compensation</b>	Total Rs.4.77 lakhs per annum (approx.)
<b>Branch Category</b>	<b>Category V &amp; VI Branches</b>
<b>Location (Region-Branch)</b>	<b>CIRC</b> - Bareilly/ Bhilai/ Dehradun/ Gwalior/ Jabalpur/ Jamshedpur/ Mathura/ Moradabad/ Varanasi/ Aligarh/ Beawar/ Bhagalpur/ Bharatpur/ Bilaspur/ Bulandshahr / Chittorgarh/ Darbhanga/ Dhanbad/ Gorakhpur/ Haldwani/ Haridwar/ Jhansi/ Kishangarh/ Mandsaur/ Muzaffarnagar/ Muzaffarpur/ Neemuch/ Pali/ Prayagraj/ Raigarh/ Rajsamand/ Ratlam/ Saharanpur/ Satna/ Sikar/ Sriganganagar <b>EIRC</b> - Cuttack/ Siliguri/ Asansol/ Brahmapur/ Dibrugarh/ Durgapur/ Jharsuguda/ Raniganj/ Sambalpur/ Tinsukhia <b>NIRC</b> - Amritsar/ Bathinda/ Himachal Pradesh/ Jammu & Kashmir/ Karnal/ Patiala/ Rohtak/ Ambala/ Bahadurgarh/ Bhiwani/ Kaithal/ Kurukshetra/ Mandi Govindgarh/ Rewari/ Sangrur/ Sirsa/ Sonapat <b>SIRC</b> - Kottayam/ Madurai/ Ongole/ Thiruvananthapuram/ Thrissur/ Tiruchirappalli/ Tirupati/ Alappuzha/ Anantapur/ Belagavi/ Kadapa/ Kakinada/ Kalaburagi/ Kannur/ Karimnagar/ Kollam/ Kumbakonam/ Kurnool/ Nellore/ Palakkad/ Pondicherry/ Rajamahendravaram/ Salem/ Sivakasi/ Thoothukudi/ Tirupur/ Udupi/ Vellore/ Warangal/ West Godavari <b>WIRC</b> - Akola/ Aurangabad/ Jalgaon/ Kolhapur/ Vapi/ Amravati/ Anand/ Bharuch/ Bhavnagar/ Bhuj/ Dhule/ Gandhinagar/ Ichalkaranji/ Nanded/ Navsari/ Ratnagiri/ Sangli/ Satara/ Solapur
<b>Qualification &amp; Experience</b>	Graduate from an Institute or University recognized by Law, having minimum 5 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	50 years as on 31.05.2024
<b>Compensation</b>	Total Rs.4.04 lakhs per annum (approx.)
<b>Position</b>	<b>BRANCH SUPERVISOR</b>
<b>Skill Sets required</b>	<ul style="list-style-type: none"> <li>• Good interpersonal communication skills in English in writing and speaking.</li> <li>• Knowledge of computer applications such as MS Office or equivalent.</li> <li>• Effective Managerial &amp; Administrative skills.</li> <li>• Focus on building relationships and resolving conflicts.</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>• To coordinate with the Management Committee to ensure smooth workflow and timely completion of tasks.</li> <li>• To prepare banners and mementos for the Branch.</li> <li>• To arrange student seminars, workshops, and conferences.</li> <li>• To get approval from BOS for seminars, including other relevant coordination activities with BOS officials.</li> <li>• To send mass messages and mails for events/seminars.</li> <li>• To prepare annexures for seminars, student activity grant, sports competition, and industrial visits.</li> <li>• To maintain grant documents, attendance sheet of seminars, workshops, and industrial visits.</li> <li>• To prepare and print certificates, Thankyou letters for participants and speakers.</li> <li>• To respond to student queries related to seminars, workshops, mock tests, and industrial visits.</li> <li>• To organize mock tests for Students.</li> </ul>

	<ul style="list-style-type: none"> <li>To arrange virtual meetings for students with Exam team of Head Office for unfair practices in Exams.</li> <li>To prepare notices of Management Committee Meeting (MCM) and maintaining Branch Minutes Book of regular Committee Meetings held at the Branch.</li> <li>Any other works assigned.</li> </ul>
<b>Branch Category</b>	<b>Category I Branches</b>
<b>Location (Region-Branch)</b>	<b>CIRC – Jaipur</b> <b>SIRC - Bangalore/ Hyderabad</b> <b>WIRC - Ahmedabad/ Pune</b>
<b>Qualification &amp; Experience</b>	Graduate from an Institute or University recognized by Law, having minimum 10 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	45 years as on 31.05.2024
<b>Compensation</b>	Total Rs.5.14 lakhs per annum (approx.)
<b>Branch Category</b>	<b>Category II Branches</b>
<b>Location (Region-Branch)</b>	<b>NIRC - Gurugram</b>
<b>Qualification &amp; Experience</b>	Graduate from an Institute or University recognized by Law, having minimum 8 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	45 years as on 31.05.2024
<b>Compensation</b>	Total Rs.4.37 lakhs per annum (approx.)
<b>Position</b>	<b>MULTI-TASKING STAFF/ SUB-STAFF</b>
<b>Skill Sets required</b>	<ul style="list-style-type: none"> <li>Good communication skills.</li> <li>Knowledge of computer applications shall be an added advantage.</li> </ul>
<b>Job Profile</b>	<ul style="list-style-type: none"> <li>Physical maintenance of the Branch files and records.</li> <li>Cleanliness and upkeep of the Branch including rooms and furniture.</li> <li>To hand-over or circulate required files and other papers within the building.</li> <li>To courier or deliver the letters, notices, or parcel outside the Branch.</li> <li>To check and maintain the availability of stationery or inventories in the Branch.</li> <li>To assist in routine works like Diary, Dispatch etc.</li> <li>To lock and unlock the rooms and the Branch.</li> <li>To coordinate the activities for conferences, workshops, and seminars.</li> <li>Any other works assigned.</li> </ul>
<b>Branch Category</b>	<b>Category I Branches</b>
<b>Location (Region-Branch)</b>	<b>SIRC – Bangalore</b> <b>WIRC - Pune</b>
<b>Qualification &amp; Experience</b>	Higher Secondary Education or equivalent (i. e.10+2) from a Board recognized by Law, having minimum 5 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	35 years as on 31.05.2024
<b>Compensation</b>	Total Rs.2.94 lakhs per annum (approx.)
<b>Branch Category</b>	<b>Category II Branches</b>
<b>Location (Region-Branch)</b>	<b>WIRC - Surat</b>
<b>Qualification &amp; Experience</b>	Higher Secondary Education or equivalent (i. e.10+2) from a Board recognized by Law, having minimum 5 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	35 years as on 31.05.2024
<b>Compensation</b>	Total Rs.2.50 lakhs per annum (approx.)
<b>Branch Category</b>	<b>Category III Branches</b>
<b>Location (Region-Branch)</b>	<b>CIRC – Indore</b> <b>NIRC - Chandigarh/ Faridabad</b> <b>WIRC - Kalyan Dombivli/ Thane</b>
<b>Qualification &amp; Experience</b>	Higher Secondary Education or equivalent (i. e.10+2) from a Board recognized by Law, having minimum 5 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	35 years as on 31.05.2024
<b>Compensation</b>	Total Rs.2.20 lakhs per annum (approx.)
<b>Branch Category</b>	<b>Category IV Branches</b>

<b>Location (Region-Branch)</b>	<b>CIRC</b> - Bhopal/ Gautam Budh Nagar/ Kota/ Raipur/ Udaipur <b>EIRC</b> – Guwahati <b>NIRC</b> – Hisar <b>SIRC</b> - Chengalpattu/ Ernakulam/ Guntur/ Vijayawada <b>WIRC</b> -Nagpur/ Nashik/ Navi Mumbai/ Pimpri Chinchwad/ Rajkot
<b>Qualification &amp; Experience</b>	Higher Secondary Education or equivalent (i. e.10+2) from a Board recognized by Law, having minimum 4 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	35 years as on 31.05.2024
<b>Compensation</b>	Total Rs.1.91 lakhs per annum (approx.)
<b>Branch Category</b>	<b>Category V &amp; VI Branches</b>
<b>Location (Region-Branch)</b>	<b>CIRC</b> - Ajmer/ Alwar/ Dehradun/ Jabalpur/ Moradabad/ Ujjain/ Aligarh/ Beawar/ Bhagalpur/ Bharatpur/ Bilaspur/ Bulandshahr/ Chittorgarh/ Darbhanga/ Gorakhpur/ Haldwani/ Hanumangarh/ Haridwar/ Kishangarh/ Mandsaur/ Muzaffarnagar/ Muzaffarpur/ Neemuch/ Pali/ Raigarh/ Rajsamand/ Saharanpur/ Satna/ Sikar/ Sriganganagar <b>EIRC</b> - Brahmapur/ Dibruigarh/ Jharsuguda/ Raniganj/ Rourkela/ Tinsukhia <b>NIRC</b> - Amritsar/ Bathinda/ Himachal Pradesh/ Karnal/ Panipat/ Patiala/ Bahadurgarh/ Bhiwani/ Kaithal/ Kurukshetra/ Mandi Govindgarh/ Rewari/ Sirsa/ Sonapat <b>SIRC</b> - Kottayam/ Madurai/ Mangaluru/ Ongole/ Thiruvananthapuram/ Thrissur/ Tiruchirapalli/ Tirupati/ Alappuzha/ Anantapur/ Ballari/ Belagavi/ Erode/ Kadapa/ Kakinada/ Kalaburagi/ Kannur/ Kumbakonam/ Kurnool/ Nellore/ Palakkad/ Pondicherry/ Rajamahendravaram/ Salem/ Sivakasi/ Thoothukudi/ Tirunelveli/ Tirupur/ Udupi/ Vellore/ Warangal/ West Godavari <b>WIRC</b> - Ahmednagar/ Akola/ Jalgaon/ Kolhapur/ Vapi/ Amravati/ Anand/ Bharuch/ Bhavnagar/ Bhuj/ Dhule/ Ichalkaranji/ Latur/ Nanded/ Ratnagiri/ Sangli/ Satara/ Solapur
<b>Qualification &amp; Experience</b>	Higher Secondary Education or equivalent (i. e.10+2) from a Board recognized by Law, having minimum 4 years of post-qualification experience in similar profile.
<b>Maximum Age Limit</b>	35 years as on 31.05.2024
<b>Compensation</b>	Total Rs.1.84 lakhs per annum (approx.)

**Application will be accepted in ICAI's online structured format only (click on the box below)**

Candidates should ensure that they fulfil the eligibility criteria before applying as per the format as available online. Incomplete application and the applications forwarded through other means shall be summarily rejected.

ICAI reserves the right to vary the number of vacancies and reserves the right not to recruit against the advertised positions without assigning any reason. Candidates should fulfil the minimum eligibility criteria as on 30 April 2024. Merely fulfilling the minimum eligibility criteria does not entitle a candidate to be called for the next stage of recruitment. People with higher qualification and experience may be preferred while shortlisting the candidates for the next stage of Recruitment.

ICAI holds the right to relax any eligibility criteria for deserving candidates. ICAI decision regarding number of vacancies, eligibility, shortlisting of candidates, conduct of Interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard. Only shortlisted candidates will be invited for Interview through registered emails. Canvassing in any form shall be a disqualification.

**LAST DATE TO APPLY – 31<sup>ST</sup> MAY 2024.**

Applications received after the last date of submission will not be considered.

**Candidates are permitted to apply for one position only (may select up to two branch locations).**

Other important dates shall be communicated to concerned candidates.

**Apply Here**