



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

Advertisement No. 2025/08/HRD

The Institute of Chartered Accountants of India (ICAI) is a statutory body set up in 1949 by an Act of Parliament for regulation and development of the profession of Chartered Accountancy in India. Over the past 77 years, the journey of ICAI has culminated in its recognition as the world's largest professional accounting body, transcending the defined boundaries to meet the challenges and criticality of times by being more resilient, innovative and development centric.

ICAI invites applications from dedicated and dynamic Indian citizens with a strong academic background and relevant experience for the following regular positions.

A. VACANCY POSITIONS:

Position / Code	Director – Legal / 2501
No. of Vacancy	1
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	Bachelor's degree in law from a recognized University
Experience	<p>Minimum 22 years of post qualification experience in handling legal matters pertaining to Civil/ Commercial/ Service matters.</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 38 Lakhs per annum</p>
Maximum Age Limit	55 years as on 31.07.2025
Desirable Skill Sets	<ul style="list-style-type: none">• Comprehensive Legal Knowledge• Expertise in Legal Risk Analysis & Advisory• Exceptional drafting & Communication skills• Leadership & Administrative Acumen• Strategic Decision-Making & Problem Solving• Independent & Collaborative Working Style
Job Profile	<p>Role Overview:</p> <p>The Head of the Legal Department will be responsible for overseeing and managing all legal affairs of the Institute, ensuring legal compliance, and supporting the Institute's objectives through strategic legal counsel. This role involves providing expert legal advice, managing litigation, interpreting statutory laws including the CA Act and Regulations, and coordinating with external legal professionals.</p> <p>Key Responsibilities:</p>

	<ul style="list-style-type: none"> • Develop and implement legal strategies to protect and promote the interests of the Institute. • Provide legal opinions and interpretations, particularly concerning the CA Act and associated Regulations. • Monitor and analyze legal issues impacting the Institute and recommend appropriate legal courses of action. • Manage ongoing litigation and legal proceedings, including court cases and arbitration matters, ensuring timely and effective representation. • Review legal documents such as contracts, agreements, notices, and affidavits. • Represent the Institute in various legal fora, liaise with external counsel, and attend hearings as may be necessary. • Assist the management in proposing and drafting amendments to the CA Act and related regulations. • Coordinate and collaborate with other departments to provide legal support and ensure compliance. • Ensure proper execution and compliance with court orders, legal notices, and related actions. • Handle any additional legal work as may be assigned from time to time.
Compensation #	Pay Level 16 – Basic Pay (205400 – 224400) - Initially approx. Rs. 54 lakhs per annum

Position / Code	Director – Education/ 2502
No. of Vacancy	1
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	Chartered Accountant Or Ph.D in Commerce/Management
Experience	<p>Minimum 22 years post-qualification experience.</p> <p>Experience in the field of academics in Educational Institutions/Universities in India or abroad is desirable. Experience in Coaching Institutes will not be considered.</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 38 Lakhs per annum</p>
Maximum Age Limit	55 years as on 31.07.2025
Desirable Skill Sets	<ul style="list-style-type: none"> • Expert knowledge of core domains: Accounting, Auditing, Taxation, Finance, and Law • Exposure to national and international educational frameworks and policies • Academic leadership with experience in guiding faculty and program development fostering academic excellence and innovation among faculty and students. • Strategic decision-making in line with educational objectives and regulatory standards. • Background in academic research, publications, and knowledge dissemination • Proficiency in academic policy design, implementation, and evaluation. • Excellent drafting, report writing, and documentation skills. • Competence in educational technology platforms and digital learning systems.

Job Profile	<p>Role Overview:</p> <p>The Director of the Board of Studies (BoS) at ICAI is the academic and strategic head of all educational initiatives related to the Chartered Accountancy course. This leadership role entails overseeing the design, development, and delivery of the curriculum, learning resources, faculty engagement, and student support. The Director plays a pivotal role in ensuring the CA education framework meets global standards, industry demands, and regulatory requirements.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Design, develop, and periodically revise the CA Foundation, Intermediate, and Final course syllabi. • Align curriculum with international benchmarks and emerging trends in accounting, auditing, finance, and technology. • Oversee creation and distribution of study materials, e-books, practice manuals, revision test papers, and mock test series. • Lead digital transformation of CA education through e-learning platforms, mobile apps, and AI-driven tools. • Supervise the production of video lectures, interactive modules, and virtual classroom content. • Promote innovative teaching and learning methodologies across ICAI platforms and centers. • Identify, empanel, and train faculty across India and abroad. • Implement and monitor standardized teaching practices and continuous faculty development programs. • Facilitate webinars, academic conferences, workshops, and live classes. • Oversee mentoring programs, academic counseling, and career guidance initiatives. • Formulate and implement academic strategies and roadmaps in alignment with ICAI's mission and council directives. • Prepare academic reports, policy proposals, and compliance documents for consideration. • Liaise with government bodies, regulators, universities, and international institutes. • Represent ICAI at national and global forums on education, research, and professional development. • Foster academic collaborations and joint programs with domestic and international institutions.
Compensation #	Pay Level 16 – Basic Pay (205400 – 224400) - Initially approx. Rs. 54 lakhs per annum

Position / Code	Director- Infrastructure /2503
No. of Vacancy	1
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	B.E/ B.Tech in Civil Engineering/ B. Arch
Experience	<p>Minimum 22 years of post-qualification working experience in infrastructure planning and project execution.</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 38 Lakhs per annum</p>
Maximum Age Limit	55 years as on 31.07.2025
Desirable Skill Sets	<ul style="list-style-type: none"> • Proven expertise in the end-to-end planning and execution of civil infrastructure and building construction projects across diverse sectors. • Strong foundation in civil engineering principles, building codes, safety standards, and regulatory requirements, including successful navigation of statutory approvals and environmental norms. • Ability to manage timelines, contractors, vendors, and internal stakeholders. • Managing bids, tenders, contract negotiations, and compliance. • Evaluating the financial viability of projects and infrastructure investments. • Ensuring buildings meet accessibility and legal standards • Presenting infrastructure plans and updates to Senior Management.
Job Profile	<p>Role Overview :</p> <p>The Director Infrastructure is a senior leadership role responsible for overseeing the strategic planning, execution, and management of all infrastructure and civil building construction projects across the organization. The role involves cross-functional coordination with internal stakeholders and external partners to align infrastructure initiatives with organizational priorities.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Develop and implement long-term infrastructure strategies in alignment with the organization's growth and operational goals. • Lead the end-to-end delivery of civil and infrastructure projects— from feasibility and design through to execution and commissioning. • Ensure adherence to all applicable building codes, statutory regulations, environmental standards, and health and safety norms. • Prepare capital expenditure budgets, conduct cost-benefit analyses, and maintain strict financial controls to ensure cost-effective project delivery. • Oversee the entire procurement lifecycle including tendering, vendor selection, contract negotiations, and performance monitoring. • Identify and mitigate risks associated with infrastructure development while ensuring timely project completion. • Lead multidisciplinary teams of engineers, project managers, and technical staff. Collaborate with consultants, architects, government bodies, and internal departments. • Drive the adoption of green building practices, smart infrastructure technologies, and energy-efficient systems.
Compensation #	Pay Level 16 – Basic Pay (205400 – 224400) - Initially approx. Rs. 54 lakhs per

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Position / Code		Director- Finance & Accounts / 2504
No. of Vacancy		1
Location		Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification		Chartered Accountant
Experience		Minimum 22 years of post-qualification experience Applicants must have current pay (CTC) / annual income not less than Rs. 38 Lakhs per annum
Maximum Age Limit		55 years as on 31.07.2025
Desirable Skill Sets		<ul style="list-style-type: none"> • Extensive knowledge of financial accounting principles, practices and regulations. • Strong understanding of financial reporting requirements for non-profit organizations. • In-depth knowledge of taxation laws and compliance applicable to non-profit entities. • Expertise in ERP implementation, and management, with proficiency in ERP systems such as SAP, Oracle NetSuite or Microsoft Dynamics. • Expertise in developing and implementing internal control frameworks and risk management practices. • Excellent analytical, problem-solving, and decision-making skills. • Exceptional communication and interpersonal abilities, with the capacity to effectively interact with stakeholders at all levels. • Demonstrated leadership and team management skills, with a focus on fostering a collaborative and results-oriented work environment. • Effective written and verbal communication skills. • Familiarity with the audit process. • Ability to lead and mentor multi-tiered finance and accounts team
Job Profile		<p>Role Overview: The Director of Finance & Accounts is a senior leadership role responsible for overseeing the organization's financial accounting and reporting functions. The Director collaborates with internal and external stakeholders, including auditors, regulatory bodies, and senior management, to maintain robust financial health and compliance.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Lead and manage the finance and accounting functions, including accounts payable, receivable, payroll, and general ledger functions • Oversee the preparation, review, and presentation of accurate financial statements in accordance with relevant accounting standards. • Ensure compliance with all regulatory and statutory requirements • Develop, implement, and maintain internal control policies and risk management procedures to safeguard the organization's assets. • Coordinate and liaise with external auditors and regulatory authorities during audits and reviews. • Oversee IT infrastructure integration with finance systems to ensure seamless financial data management. • Finalise comprehensive financial reports, analysis, and presentations to various stakeholders.
Compensation #		Pay Level 16 – Basic Pay (205400 – 224400) - Initially approx. Rs. 54 lakhs per annum

Position / Code	Director - Discipline / 2505
No. of Vacancy	1
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	Chartered Accountant
Experience	<p>Minimum 22 years of post-qualification experience</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 38 Lakhs per annum</p>
Maximum Age Limit	55 years as on 31.07.2025
Desirable Skill Sets	<ul style="list-style-type: none"> • In-depth knowledge of Chartered Accountants Act, 1949 & Regulations with proficiency in application of Laws and procedures for disciplinary action • Ability to analyse legal implications of various issues, prepare and finalize the draft show cause notices or prima facie opinions (PFO) as per relevant Rules and rendering opinion on the matters referred to Disciplinary Directorate • Excellent Drafting and communication skills • Effective Managerial & Administrative skills • Strong Decision-making and problem-solving skills • Ability to work independently, collegially and face new challenges
Job Profile	<p>Role Overview :</p> <p>The Director – Discipline is responsible for overseeing the end-to-end disciplinary process, including the receipt and examination of complaints, supervision of investigations, review and finalisation of prima facie opinions, and support in legal proceedings.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • To supervise, monitor & administer the team conducting investigations • Ensure timely and effective execution of all investigative processes in accordance with the procedures. • Review and finalisation of Prima Facie Opinions by analysing the complaint, written statement, rejoinder, other papers on records in consonance with all relevant provisions of CA Act, Regulations and Rules • Oversee the entire disciplinary workflow—from the initial receipt of complaints to the preparation of final investigation reports. Provide periodic updates to Senior Management/ Stakeholders on the status of disciplinary matters. • To assist the legal team for matters referred to Appellate Authority or any Court of Law • Provide insights and background on disciplinary cases as needed for legal defense or prosecution. • Any other work ancillary to the above or as may be assigned from time to time
Compensation #	Pay Level 16 – Basic Pay (205400 – 224400) - Initially approx. Rs. 54 lakhs per annum

Position / Code	
Director – Information Technology / 2506	
No. of Vacancy	1
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	Bachelor's Degree in Engineering/Technology with specialisation in Computer Science/ Information Technology
Experience	<p>Minimum 22 years post-qualification experience in Information Technology function.</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 38 Lakhs per annum</p>
Maximum Age Limit	55 years as on 31.07.2025
Desirable Skill Sets	<ul style="list-style-type: none"> • Ability to think strategically about the use of technology to support the organization's overall goals and develop a comprehensive IT Strategy aligned with ICAI's goals. • Proficiency in security frameworks, threat detection, incident response, and compliance • Experience in managing budgets, reducing costs, and optimizing IT investments. • Skilled in negotiating and managing contracts with IT vendors and service providers. • Understanding of databases, data governance, business intelligence, and analytics. • Familiarity with software development life cycle (SDLC), DevOps practices, and agile methodologies. • Expertise in platforms like AWS, Azure, or Google Cloud. • Familiarity with ITIL frameworks and best practices.
Job Profile	<p>Role Overview:</p> <p>The Director – IT is responsible for leading the Institute's digital transformation and ensuring robust, secure, and efficient delivery of technology services. This senior leadership role involves overseeing enterprise IT infrastructure, managing digital platforms for education and examinations, implementing data governance policies, and driving innovation through emerging technologies.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Develop and execute the organization's IT strategy, aligned with organisation's goals and regulatory requirements. • Ensure compliance with data privacy laws, cybersecurity standards, and government IT policies. • Drive digital transformation initiatives, including ERP, CRM, cloud migration, and automation. • Oversee design, implementation, and maintenance of IT infrastructure—data centers, networks, servers, and cloud systems. • Ensure high availability, security, and scalability of all systems supporting students, members, and staff. • Implement disaster recovery, business continuity plans, and cybersecurity frameworks. • Manage end-to-end lifecycle of all digital platforms • Coordinate with internal teams and external vendors for software development, testing, and deployment. • Establish a comprehensive cybersecurity policy and architecture. • Monitor security breaches, conduct regular vulnerability assessments, and respond to incidents.

	<ul style="list-style-type: none"> • Ensure GDPR and Indian IT Act compliance for all digital operations. • Promote adoption of AI, analytics, blockchain, and other emerging technologies within the educational ecosystem. • Lead vendor selection, contract management, and service level agreements (SLAs) for IT services. • Oversee large-scale IT projects (infrastructure upgrades, new systems implementation, integration projects). • Ensure timely and cost-effective execution of all technology initiatives. • Build and manage a high-performing IT team across infrastructure, application development, cybersecurity, and support. • To perform such other activities/tasks assigned from time to time.
Compensation #	Pay Level 16 – Basic Pay (205400 – 224400) - Initially approx. Rs. 54 lakhs per annum

Position / Code	Director – Risk & Compliance / 2507
No. of Vacancy	1
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	Chartered Accountant
Experience	<p>Minimum 22 years of post-qualification experience.</p> <p>Experience in risk management and compliance is desirable.</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 38 Lakhs per annum</p>
Maximum Age Limit	55 years as on 31.07.2025
Desirable Skill Sets	<ul style="list-style-type: none"> • Strong knowledge of risk management frameworks and best practices relevant to professional institutions. • Expertise in compliance management, including regulatory, legal, and internal policy adherence. • Experience with enterprise risk assessment, identification, mitigation, and monitoring. • Proficiency in developing and implementing risk mitigation strategies and controls. • Skilled in designing and enforcing internal controls and governance policies. • Experience in training and awareness programs related to risk and compliance. • Skilled in presenting complex risk and compliance issues clearly and effectively • Ability to work collaboratively with cross-functional teams and external stakeholders. • Familiarity with risk management software and compliance tools. • Proven leadership and team management capabilities.
Job Profile	<p>Role Overview: The Director – Risk & Compliance is responsible for overseeing the development, implementation, and management of the organization’s risk management and compliance frameworks.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Create and implement risk management and compliance policies • Coordinate internal and external audits related to risks and compliances

	<ul style="list-style-type: none"> • Interact with Regulatory authorities if needed • Conduct regular risk assessments to identify operational, financial, reputational, and strategic risks. • Collaborate with various departments to integrate risk management into organizational processes. • Support the senior management to make informed decisions that consider regulatory risk and conduct • Ensure ICAI's compliance with all relevant statutory, regulatory, and internal policy requirements. • Design and conduct training programs to enhance risk awareness and compliance knowledge among ICAI employees and stakeholders. • Liaise with external regulators, government agencies, and professional bodies on risk and compliance matters.
Compensation #	Pay Level 16 – Basic Pay (205400 – 224400) - Initially approx. Rs. 54 lakhs per annum

Position / Code	
Director – Technical / 2508	
No. of Vacancy	1
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	Chartered Accountant
Experience	<p>Minimum 22 years of post qualification experience.</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 38 Lakhs per annum</p>
Maximum Age Limit	55 years as on 31.07.2025
Desirable Skill Sets	<ul style="list-style-type: none"> • In-depth knowledge of Accounting Standards and Indian Accounting Standards. • Profound understanding of SA (Standards on Auditing) and related auditing frameworks. • Expertise in financial statements and disclosure requirements. • Expertise in corporate laws, SEBI regulations, and relevant regulatory frameworks. • Keeping abreast with global and local regulatory developments to anticipate impact on ICAI members. Proven ability in research and development of accounting/auditing literature and policy analysis. • Strong command over technical writing, documentation, and professional communication. • Ability to represent the Institute in committees, panels, and forums related to accounting, auditing, and assurance. • Leadership qualities with experience in leading technical teams or departments. • Excellent analytical, interpretative, and presentation skills. • Expertise in reviewing and analyze exposure drafts, discussion papers, and public comments. • Ability to liaise with stakeholders, including government agencies, industry bodies, and international organizations.
Job Profile	<p>Role Overview:</p> <p>The Director – Technical is a senior leadership position within ICAI, responsible for overseeing and guiding the development, implementation, and interpretation of accounting and auditing standards, technical guidance, research, and regulatory interface.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Lead the development, revision, and implementation of Accounting Standards, Auditing Standards, and other professional pronouncements. • Provide expert input on complex accounting and auditing issues, especially emerging areas • Supervise and contribute to ICAI's research initiatives on financial reporting and assurance standards. • Coordinate with technical committees and expert panels on emerging technical issues. • Represent ICAI in national and international forums such as IFAC, IASB, IAASB, and regional bodies. • Provide technical support and clarifications to ICAI members and firms. • Liaise with regulators on matters involving accounting and auditing practices. • Draft and review technical guidance notes, implementation guides, and background materials for members and stakeholders.

	<ul style="list-style-type: none"> • Monitor global developments in IFRS, ISA, and regulatory frameworks and provide expert input on their relevance to Indian standards. • Provide technical support to committees, boards, and working groups of ICAI • Support the drafting of ICAI's responses to exposure drafts, discussion papers, and regulatory consultations. • Ensure the technical accuracy and integrity of content published by the Institute. • Supervise and mentor the technical staff and research teams, ensuring timely delivery of high-quality outputs. • Advise on capacity-building initiatives and deliver technical sessions, webinars, and conferences as needed.
Compensation #	Pay Level 16 – Basic Pay (205400 – 224400) - Initially approx. Rs. 54 lakhs per annum

Position / Code	Additional Director – Human Resources/ 2509
No. of Vacancy	1
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	Full-time Postgraduate Degree with specialisation in Human Resources/Personnel Management or Masters in Business Administration with specialisation in Human Resources or equivalent from a recognized University or Institute. Executive MBAs will not be accepted.
Experience	<p>Minimum 20 years post-qualification experience in Human Resource function.</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 32 Lakhs per annum</p>
Maximum Age Limit	52 years as on 31.07.2025
Desirable Skill Sets	<ul style="list-style-type: none"> • Strategic thinking and ability to align HR initiatives with institutional goals • Expertise in talent acquisition, training, and workforce development • Strong knowledge of Indian labour laws and statutory compliance requirements • Proven ability to draft and implement HR policies, service rules, and manuals • Excellent interpersonal and communication skills (verbal and written) • Experience in employee relations, grievance handling, and conflict resolution • Familiarity with performance management systems and appraisal processes • Proficiency in HRIS/HRMS tools and HR data analytics • Ability to manage change and support digital HR transformation • High level of ethics, confidentiality, and professional integrity • Strong organizational and project management skills • Knowledge of the functioning of statutory/professional bodies like ICAI • Capacity to work collaboratively across departments and senior leadership • Problem-solving mindset with attention to detail and compliance • Commitment to continuous improvement and institutional excellence
Job Profile	<p>Role Overview:</p> <p>The Additional Director – Human Resources will support the Director (HR) in the formulation and execution of HR strategies and policies. The role involves oversight of key HR functions such as talent acquisition, employee relations, training and development, performance management, and compliance. This role is instrumental in fostering a dynamic and high-performing organizational culture</p>

	<p>while ensuring HR operations meet the statutory, regulatory, and institutional standards of ICAI.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist in developing and implementing strategic HR initiatives in line with ICAI's goals. • Oversee recruitment, onboarding, and induction processes for staff and professionals. • Monitor implementation of performance management systems and ensure timely appraisals. • Support in designing training programs and career development plans. • Supervise compensation, benefits, and payroll processes in line with ICAI guidelines. • Ensure timely compliance with labour laws, audit requirements, and statutory filings. • Contribute to the development of HR policies, manuals, and employee handbooks. • Handle grievance redressal and disciplinary processes fairly and efficiently. • Coordinate with internal departments to ensure seamless HR operations. • Generate and analyze HR reports, dashboards, and analytics for senior management. • Promote a culture of continuous improvement, ethics, and transparency. • Any other work ancillary to the above or as may be assigned from time to time
Compensation #	Pay Level 15 – Basic Pay (182200 – 224100) - Initially approx. Rs. 48 lakhs per annum

Position / Code	Joint Director - Technical / 2510
No. of Vacancy	1
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	Chartered Accountant
Experience	<p>Minimum 15 years of post-qualification experience.</p> <p>Applicants must have current pay (CTC) / annual income not less than Rs. 26 Lakhs per annum)</p>
Maximum Age Limit	48 years as on 31.07.2025
Desirable Skill Sets	<ul style="list-style-type: none"> • In-depth knowledge of Indian Accounting Standards • Profound understanding of SA (Standards on Auditing) and related auditing frameworks. • Expertise in financial statements and disclosure requirements. • Expertise in corporate laws, SEBI regulations, and relevant regulatory frameworks. • Proficiency in drafting technical documents and effectively communicating complex information to both technical and non-technical audiences. • Familiarity with information technology tools and platforms relevant to the role.
Job Profile	<p>Role Overview: The Job Profile of a Joint Director (Technical) at the Institute of Chartered Accountants of India (ICAI) is a senior role that primarily focuses on technical advisory, standard setting, policy formulation, and stakeholder engagement in the field of accounting, auditing and finance, under the supervision of Director, Technical.</p> <p>Key Responsibilities:</p>

	<ul style="list-style-type: none"> • Develop, revise, and interpret accounting and auditing standards • Draft and review Guidance Notes, Technical Guides, Implementation Guides, and FAQs. • Provide technical support to committees, boards, and working groups of ICAI. • Review and publish technical documents, research papers, and position papers on emerging financial reporting issues. • Represent ICAI in national and international forums such as IFAC, IASB, IAASB, and regional bodies. • Handle complex technical queries from members, corporates, and regulators. • To provide necessary support to technical team in the context of review of financial statements of various enterprises and to contribute and guide in the tasks performed by the team. • Any other work ancillary to the above or as may be assigned from time to time
Compensation #	Pay Level 14 – Basic Pay (144200 – 218200) - Initially approx. Rs. 38 lakhs per annum

Compensation consists of Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance, National Pension System (NPS), Ex. Gratia for academic pursuit, Leave Travel Concession, Gratuity and other benefits as per service conditions.

B. IMPORTANT DATES:

Events	Date(s)/Period#
Start of Online Applications by	6 th August 2025 10:00 AM
Last date of Submission	20 th August 2025 11:59 PM

Note- ICAI reserves the right to make any changes in these date(s)/period.

GENERAL CONDITIONS

1. ICAI reserves the right to increase/decrease the number of vacancies for any post, as advertised as per its requirement or not to fill up any posts as per its requirement or even cancel the whole process of recruitment without assigning any reason.
2. **Only online applications will be accepted.** Applications received by post/by hand/by mail or by any other mode will not be accepted. No correspondence will be entertained in this regard.
3. The applicants must ensure that they fulfil the minimum eligibility criteria for the post applied for before submitting online application form. The online application form shall be filled by the candidate as per the instructions contained therein.
4. If it is found that the candidate has submitted incomplete/ false information or suppressed facts or made misrepresentation in the Application form, his/her candidature is liable to be rejected and in such an event the candidate is liable to be proceeded against by ICAI in accordance with law besides debarring him/her from applying for future employment in the Institute. All the details given in the online form will be treated as final and no changes will be entertained.
5. All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested not to send the hard copy of their online application Form/ CV's /Certificates to the Institute. The original documents would be required for verification only at the time of Interview.
6. All applications must be submitted by the specified timeline. Late submissions will not be considered. The Institute is not responsible for any technical difficulties or delays in submission caused by factors beyond its control.

7. Canvassing in any form will be a disqualification.
8. Mere possession of minimum eligibility criteria does not entitle the candidate to be called for the next stage of recruitment or get selected to the post applied for.
9. The decision of the Institute in all matters relating to the recruitment, selection and posting shall be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
10. The eligible candidates will be allowed to attend Personal Interview after checking of the documents. Candidates may also note that their candidature will remain provisional, even after successful completion of process, till the genuineness of the documents related to Academic Qualification, Experience etc. are verified. No T.A./D.A. will be paid by ICAI for attending the first round of Interview. For attending the final round of interview, fare will be reimbursed by the shortest route to the outstation candidates, as per rules of the "ICAI".
11. Candidates must ensure that their email address and mobile number to be registered in their online Application Form are active & in use as relevant/important information/communication will be sent on the registered e-mail address and/or through SMS on registered mobile number only. The email ID / Mobile number should be functional/ active till completion of the recruitment process. The Institute shall not be responsible for any noncommunication/ miscommunication with a candidate in the email address or mobile number given by him/her. ICAI shall not be responsible for any loss of email, due to invalid/wrong email id/ loss in transit etc. No request in this regard will be entertained. Candidates are advised to visit the website of the Institute and also check their registered e-mails regularly for latest updates.
12. Candidate employed in Central/State Government/Public Sector Enterprises/Autonomous bodies, should mandatorily produce the NO OBJECTION CERTIFICATE at the time of Interview failing which they will not be allowed to appear for the Personal Interview.
13. At the time of interview, the candidate will be required to provide details regarding criminal cases(s) pending against him/ her, if any. ICAI may also conduct independent verification, inter alia, including verification of police records etc. It reserves the right to deny the appointment in case of receipt of adverse reports of antecedent verification.
14. Mere issuance of Call Letter, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of selection process.
15. Internal candidates should forward their application through their respective Heads of Departments.
16. The candidates selected shall be on probation for a period of one year which may be extended for non-satisfactory performance.
17. The Institute reserves the right to modify these terms and conditions/ issue corrigendum at any time without prior notice. Please note that any notification/ corrigendum will be published only on the ICAI website, and it is the applicant's responsibility to check the same.
18. Selected candidates will be posted in any of the offices of the Institute across the country as per manpower requirements and liable to be transferred anywhere in India.
19. Applicants are allowed to apply for only one position by submitting their application only once for the particular post. Multiple/duplicate applications will lead to disqualification.

Work Experience:-

1. The work experience shall be on **full time basis** and only post-qualification experience will be

considered.

2. For employment in a firm, Limited Liability Partnership (LLP), or office by qualified professionals—such as Chartered Accountants (CA), Company Secretaries (CS), Cost Accountants, Lawyers, Engineers, Architects, or other equivalent professionals—shall be considered as “industry” experience. This includes self-practice/ partnership in the respective professional capacity. Part-time or freelancing work will not be counted towards the required number of years of experience. Articleship/ Internship / Training experience which is part of the requirements of attaining any qualification is not counted towards years of work experience.
3. Only regular, full-time teaching/research experience will be considered; part-time working, guest/visiting faculty experience are not eligible.
4. No relaxation in the required years of experience will be granted to candidates holding an LLM degree for positions where the required qualification is LLB.

Academic Qualification:-

As regards qualification, the following is clarified –

- i. All the educational qualifications mentioned should be from a University/Deemed University/Institution/Board recognized by AICTE/UGC/ appropriate statutory authority.
- ii. In the case of dual qualifications/specialization, candidates have to necessarily produce proof that their major specialization conforms to the requisite eligibility prescribed for the post.

To apply, click on the link below -

