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The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

Advertisement No. 04/2026/HRD/03

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. POSITIONS:

Position / Code	**Director – Legal / 2601**
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification **Experience** **Maximum Age Limit**	Bachelor's degree in Law from a recognized University Minimum 22 years of post - qualification experience in handling legal matters pertaining to Civil/ Commercial/ Service matters. 55 years as on 28.02.2026
No. of Vacancies	1
Desirable Skill Sets	• 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	**Role Overview –** 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. **Key Responsibilities:** • Develop and implement legal strategies to protect and promote the interests of the Institute.

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	• Provide legal opinions and interpretations, particularly concerning the CA Act and associated Regulations. • Monitor and analyse 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

Note: "Candidates who have applied earlier vide-Advertisement No. 2025/08/HRD, for the post of Director – Legal need not apply again."

Position / Code	**Executive Officer / 2602**
Domain	Chartered Accountant
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification **Experience** **Maximum Age Limit**	Chartered Accountant Experience not essential. 25 years as on 28.02.2026
No. of Vacancies	75
Desirable Skill Sets	• In-depth knowledge of one or more of the following areas - Accounting/ Auditing/ Financial Reporting /Direct and Indirect Tax laws / and related laws. • Research and drafting ability (technical papers, policy notes, standards). • Analytical and review skills for compliance and regulatory evaluation. • Effective communication, presentation, and stakeholder coordination. • Proficiency in MS Office, ERP/accounting systems, and digital learning tools. • Research-oriented mindset with ability to prepare concept notes and discussion papers on evolving tax issues. • Basic understanding of Coding and programming languages.

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	• Familiarity with financial markets, investor protection laws, securities regulations (SEBI, RBI, etc.), and financial literacy initiatives.
Job Profile	**Role Overview –** The incumbent will support the Institute's committees, boards, and departments in executing their mandates relating to accounting, auditing, taxation, corporate laws, financial reporting etc. **Key Responsibilities –** The job responsibilities outlined below are indicative and provided for informational purposes only. These may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining, and the individual may be required to *assist in performing* any of the roles listed below. **1. Technical Research, Standards & Guidance** • Drafting, reviewing, and updating Accounting Standards (AS/Ind AS), Standards on Auditing (SAs), Standards on Internal Audit (SIAs), Valuation Standards, Code of Ethics and other pronouncements. • Preparing technical notes, background material, discussion papers, exposure drafts, and implementation guidance for stakeholders. • Conducting impact assessments of emerging standards and regulatory changes on Indian businesses and financial reporting. • Interpreting accounting, auditing, tax, and corporate law issues to support regulators, members, and industry queries. • Preparing technical inputs, research papers, and background material on financial market regulations, capital markets, NBFCs, investor rights, and systemic risk. • Contributing to ICAI's responses to draft regulations, consultative papers, and circulars issued by SEBI, RBI, and other market regulators. • Supporting initiatives related to ethical investment practices, governance frameworks, and financial innovation. **2. Taxation & Policy Advisory** • **Direct Taxation**: Drafting and reviewing ICAI publications, guidance notes, and representations on the Income Tax Act, Tax Audit Report, and allied compliance matters. Analyze amendments, judicial pronouncements, circulars, and advance rulings to provide clarity. • **Indirect Taxation (GST)**: Developing/updating technical material on GST; analyze notifications, circulars, case laws, and rulings; prepare policy briefs and suggestions / representatives for/to Government and regulators. • **International Taxation & WTO**: Drafting and reviewing ICAI publications, Guidance Notes, Technical Guides, Handbooks and representations relating to international Taxation. Conducting research on OECD guidelines, BEPS, model tax conventions, and cross-border taxation. Prepare ICAI's inputs for global forums (OECD, WTO, UN, IFAC, SAFA).

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	• **Corporate Restructuring & IBC/Valuation**: Providing insights on tax implications of mergers/demergers, insolvency proceedings, and valuations; contribute to ICAI Valuation Standards and related guidance. • Representing ICAI before CBDT, CBIC, Ministry of Finance, and other regulatory authorities on tax reforms, compliance frameworks, and policy suggestions. • Reviewing the tax implications of financial instruments, securitization, derivatives, and investment vehicles for institutional and retail investors. • Contributing to research on tax havens, participatory notes, hot money flows, and cross-border capital market transactions. • Providing technical support for ICAI's policy recommendations in investor-centric tax reforms and financial inclusion. **3. Review & Oversight** • Conducting review of financial statements, audit reports, and disclosures for compliance with AS/Ind AS, SAs, CARO, Companies Act, GST, and other statutory requirements. • Peer Review, Quality Review, and Financial Reporting Review processes; draft advisory reports for regulators, disciplinary authorities, and members. • Evaluating annual reports nominated for ICAI/SAFA awards, ensuring adherence to high standards of financial reporting. • Evaluating investor communications, disclosures, and grievance redressal mechanisms in financial statements and annual reports to assess transparency and compliance with investor protection principles. **4. Advisory & Disciplinary Functions** • Drafting opinions on accounting, auditing, taxation, insolvency, valuation, ethics, and corporate law issues. • Supporting the Disciplinary Directorate in reviewing complaints, preparing case files, drafting opinions, and assisting in investigations and hearings. • Drafting legal notes, replies, petitions, and representations in consultation with advocates for disciplinary and non-disciplinary matters. • Assisting in technical analysis of regulatory breaches, investor complaints, and misconduct related to securities law, corporate governance. **5. Capacity Building, Training & Knowledge Dissemination** • Developing and deliver capacity-building initiatives: certificate courses, refresher programs, webinars, seminars, mentorship workshops, and leadership programs. • Creating educational material, e-learning modules, podcasts, and technical literature for members, students, regulators, and government bodies. • Designing and delivering training programs, certificate courses, and awareness initiatives on financial markets, investment products, and investor protection laws.

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	• Coordinating Investor Awareness Programs (IAPs), grievance redressal camps, and financial literacy sessions in association with SEBI, stock exchanges, and trade bodies. • Developing educational content such as handbooks, mobile apps, explainer videos, and digital tools to promote informed investing and financial inclusion. **6. Administrative Support** • Preparing agendas, minutes, action taken reports, and secretarial notes for committees and council meetings. • Handling budgeting, fund management, invoice processing, vendor coordination, and statutory compliance for committees. • Supporting IT initiatives: e-learning platforms, technical portals, mobile apps, knowledge databases, and automation of compliance/reporting. • Conducting examinations, evaluation, centre management, and related administrative functions. • Supporting coordination with regulatory bodies (SEBI, RBI, IRDAI, IFSCA) and stock exchanges for meetings, consultations, and implementation of investor protection initiatives. • Technical (Software): To develop online Tools and Utilities for the Directorate
Compensation #	Pay Level 10 – Basic Pay (56,100 – 1,77,500) Initially approx. Rs. 15.51 lakhs per annum

Position / Code	**Executive Officer / 2603**
Domain	Legal
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification **Experience** **Maximum Age Limit**	Bachelor's degree in Law from a recognized University. Experience not essential. 25 years as on 28.02.2026
No. of Vacancies	15
Desirable Skill Sets	• Strong knowledge of civil, corporate, commercial, service, and regulatory laws, with ability to interpret and apply statutes, rules, and judicial precedents. • Proficiency in legal research, drafting petitions, contracts, notices, affidavits, MoUs, and policy documents, ensuring accuracy and compliance. • Familiarity with the Chartered Accountants Act, 1949, disciplinary mechanisms, ICAI regulations, Companies Act, SEBI, RBI, FEMA, and allied legislations. • Experience in coordinating with legal counsels, preparing case briefs, and managing litigation before courts, tribunals, and quasi-judicial authorities. • Ability to vet agreements, monitor compliance, and ensure adherence to statutory and regulatory obligations.

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	• Competence in conducting comparative legal analysis, preparing notes/opinions, and supporting committees with legal insights. • Strong written and verbal communication to prepare legal briefs, white papers, representations, regulatory responses, public consultations and policy submissions, and represent ICAI before stakeholders.
Job Profile	**Role Overview –** The incumbent will support the Institute's legal, regulatory, and compliance functions. The incumbent will provide research-based legal advice, draft and review contracts, agreements, and policies, and assist ICAI's committees and management in litigation, regulatory matters, and governance initiatives. **Key Responsibilities –** The job responsibilities outlined below are indicative and provided for informational purposes only. These may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining, and the individual may be required to *assist in performing* any of the roles listed below. **1. Research & Advisory** • Conducting in-depth research on civil, corporate, commercial, financial service, and regulatory laws applicable to ICAI. • Providing legal opinions, briefs, and recommendations to committees, management, and members. • Monitoring changes in legislation, rules, regulations, and judicial pronouncements affecting ICAI and the accounting profession. **2. Drafting & Documentation** • Drafting, vetting, and reviewing contracts, MoUs, agreements, notices, affidavits, policies, and internal circulars. • Preparing legal briefs, reports, and policy submissions for management, committees, and regulators. • Maintaining accurate legal records, documentation, and reference materials for institutional use. **3. Litigation & Compliance Support** • Coordinating with external counsels and manage ICAI's representation before courts, tribunals, and quasi-judicial authorities. • Tracking ongoing litigation and regulatory matters, ensuring timely compliance with legal requirements. • Assisting in disciplinary proceedings, professional misconduct cases**,** and internal investigations. **4. Regulatory & Governance Support** • Ensuring compliance with statutory and regulatory frameworks, including Companies Act, Chartered Accountants Act, SEBI, RBI, FEMA, and other relevant laws. • Supporting committees in policy formulation, regulatory submissions, and institutional governance matters. • Advising on risk mitigation, contractual obligations, and legal consequences of proposed actions.

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	5. Stakeholder Coordination • Liaisioning with regulators, government agencies, professional bodies, and internal departments on legal matters. • Providing guidance and training to staff and members on legal compliance and regulatory changes.
Compensation #	Pay Level 10 – Basic Pay (56,100 – 1,77,500) Initially approx. Rs. 15.51 lakhs per annum

Position / Code	**Executive Officer / 2604**
Domain	Company Secretary
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification **Experience** **Maximum Age Limit**	Company Secretary Experience not essential. 25 years as on 28.02.2026
No. of Vacancies	02
Desirable Skill Sets	• Strong understanding of Companies Act, 2013**,** SEBI regulations, corporate governance frameworks, FEMA, and allied corporate laws. • Ability to prepare and review background material for various Certificate Courses developed by the Committee, along with undertaking related tasks as required. • Experience in preparing agendas, minutes, resolutions, and assisting in governance processes. • Proficiency in drafting policies, resolutions, agreements, notices, circulars, and compliance reports. • Ability to conduct regulatory research, analyze amendments in law, and provide actionable insights for committees and management. • Strong coordination skills to liaise with regulators, government authorities, internal committees, and professional bodies**.** • Capability to plan and execute secretarial, compliance, and governance projects efficiently. • Excellent written and verbal communication for drafting notes, reports, and providing guidance to management and members.
Job Profile	**Role Overview –** The incumbent will support the Institute's compliance and secretarial functions. **Key Responsibilities –**The job responsibilities outlined below are indicative and provided for informational purposes only. These may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining, and the individual may be required to *assist in performing* any of the roles listed below. **1. Secretarial Support** • Preparation of board and committee agendas, minutes, resolutions, and reports**.** • Supporting the implementation of policies within ICAI.

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	2. Compliance & Regulatory Management • Monitoring amendments in corporate and securities laws. • Coordinating with Regulators, Government authorities, and internal departments. • Assisting in drafting notices, circulars, and internal compliance reports. **3. Research & Advisory** • Providing actionable insights, legal interpretations, and advisory notes for committees and management decisions. • Preparing guidance documents, manuals, and FAQs to aid members and staff in compliance and governance matters.
Compensation #	Pay Level 10 – Basic Pay (56,100 – 1,77,500) Initially approx. Rs. 15.51 lakhs per annum

Position / Code	**Executive Officer/ 2605**
Domain	Sustainability
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification **Experience** **Maximum Age Limit**	Ph.D. in Sustainability Experience not essential. 30 years as on 28.02.2026
No. of Vacancies	03
Desirable Skill Sets	• In-depth knowledge of sustainability, ESG principles, sustainable finance, impact investing, and climate risk assessment. • Skills in designing and conducting empirical research, surveys, case studies, and academic/industry collaborations. • Proficiency in both quantitative and qualitative analysis, sustainability reporting metrics, and life-cycle assessments. • Familiarity with all sustainability standards. • Awareness of sustainability-related regulations, disclosure requirements, and government guidelines in India and globally. • Strong ability to draft policy briefs, research papers, handbooks, white papers, and reports for diverse stakeholders.
Job Profile	**Role Overview –** The incumbent will provide research, analytical, and technical support to ICAI's sustainability initiatives**.** The role focuses on conducting applied research, preparing knowledge resources, supporting data analysis, and assisting in stakeholder coordination**.** **Key Responsibilities-** The job responsibilities outlined below are indicative and provided for informational purposes only. These may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining, and the individual may be required to *assist in performing* any of the roles listed below.

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	1. Research & Analysis • Conducting literature reviews, case studies, and applied research on sustainability, ESG etc. • Preparing research briefs, working papers, and reference notes for internal and external use. **2. Technical & Administrative Support** • Drafting background papers, presentations, and training content for sustainability programs. • Supporting in developing manuals, guidance notes, FAQs, and knowledge modules. • Assisting in data collection, compilation, and visualization for sustainability reports. • Providing logistical and research support to ICAI's sustainability-related committees and task forces. • Documenting committee proceedings and follow-ups for effective action tracking. **3. Knowledge Dissemination** • Assisting in organizing workshops, seminars, and training programs on sustainability. • Developing content for newsletters, web updates, and outreach material. • Supporting faculty and experts in delivering structured training and awareness programs.
Compensation #	Pay Level 10 – Basic Pay (56,100 – 1,77,500) Initially approx. Rs. 15.51 lakhs per annum

Position / Code	**Executive Officer / 2606**
Domain	Economics
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification **Experience** **Maximum Age Limit**	Ph.D. in Economics Minimum 2 years of post-qualification experience. 30 years as on 28.02.2026
No. of Vacancies	01
Desirable Skill Sets	• Strong grounding in economic research, econometrics, and data analysis. • Proficiency in statistical/econometric tools. • Ability to conduct literature reviews, surveys, and policy studies. • Good drafting, academic writing, and presentation skills. • Capacity to prepare research notes, briefs, and analytical reports.

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Job Profile	**Role Overview –** The incumbent's role emphasizes data-driven research, economic analysis, and knowledge resource preparation, working under the guidance of senior officials and will play a crucial role in supporting ICAI's initiatives in economic policy, financial reporting, taxation, and regulatory interface through background research and structured inputs**.** **Key Responsibilities-** The job responsibilities outlined below are indicative and provided for informational purposes only. These may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining, and the individual may be required to *assist in performing* any of the roles listed below. **1. Research & Analysis** • Conducting literature reviews, applied research, and comparative studies on economic, financial, and regulatory topics. • Assisting in preparing economic impact assessments, policy briefs, and research papers**.** • Analyzing macroeconomic trends, taxation policies, and regulatory frameworks relevant to ICAI's functions. • Collecting, compiling, and interpreting quantitative and qualitative data for research reports. **2. Documentation & Drafting** • Preparing background notes, discussion drafts, and minutes for committees. • Supporting drafting of guidance notes, technical studies, and consultation responses**.** • Contributing to newsletters, bulletins, and knowledge-sharing platforms**.** **3. Knowledge Dissemination** • Assisting in organizing workshops, seminars, and panel discussions on economic topics. • Developing presentation material, training content, and knowledge resources**.** • Supporting awareness initiatives for members on emerging economic issues.
Compensation #	Pay Level 10 – Basic Pay (56,100 – 1,77,500) Initially approx. Rs. 15.51 lakhs per annum

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Position / Code	Executive Officer / 2607
Domain	Infrastructure
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification **Experience** **Maximum Age Limit**	Bachelor's Degree in Engineering/Technology in Civil Engineering or Bachelor's Degree in Architecture Minimum 2 years of post-qualification experience in infrastructure planning/project execution. 27 years as on 28.02.2026
No. of Vacancies	02
Desirable Skill Sets	• Strong knowledge of planning, development, and maintenance of institutional infrastructure including offices, auditoriums, classrooms, and examination centers. • Ability to plan, execute, and monitor infrastructure projects, ensuring timely delivery, quality standards, and cost efficiency. • Experience in vendor selection, contract management, procurement of materials and services, and monitoring service-level agreements. • Skills in building operations, preventive maintenance, asset management, and ensuring safety, security, and compliance of premises. • Knowledge of building codes, safety regulations, fire norms, environmental standards, and statutory compliance requirements. • Ability to prepare budgets, monitor expenditure, and optimize resources for infrastructure projects and facility operations. • Familiarity with civil and electrical systems, HVAC, IT-enabled infrastructure, and modern workplace technologies. • Strong interpersonal and communication skills to coordinate with internal departments, architects, engineers, contractors, and government authorities. • Ability to assess issues, identify solutions, and make decisions under operational constraints. • Proficiency in project management software, facility management tools, MS Office, and reporting systems for documentation and monitoring. • Awareness of energy efficiency, sustainable building practices, and environmentally responsible infrastructure management.
Job Profile	**Role Overview –** The role involves working for infrastructure projects, ensuring operational efficiency, safety, and regulatory compliance, and coordinating with internal departments, vendors, and authorities to provide a well-managed, secure, and sustainable environment. **Key Responsibilities –** The job responsibilities outlined below are indicative and provided for informational purposes only. These may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining, and the individual may be required to *assist in performing* any of the roles listed below.

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	1. Infrastructure Planning & Development • Planning, designing, and execute infrastructure projects including offices, classrooms, auditoriums, and examination centres. • Ensuring projects meet quality standards, timelines, and budget requirements. • Coordinating with architects, engineers, contractors, and internal teams for smooth project execution. **2. Facility & Asset Management** • Maintaining buildings, electrical, mechanical, and IT-enabled systems. • Managing preventive maintenance schedules, repairs, and asset lifecycle management. • Ensuring operational safety, security, and compliance with statutory requirements. **3. Procurement & Vendor Management** • Selecting and managing vendors for construction, maintenance, and facility services. • Negotiating contracts, monitor service-level agreements, and ensure cost efficiency. **4. Regulatory Compliance & Safety** • Ensuring adherence to building codes, fire safety regulations, environmental standards, and other statutory norms. • Conducting regular audits, inspections, and risk assessments to maintain compliance. **5. Budgeting & Cost Control** • Preparing budgets for infrastructure projects and facility operations. • Monitoring expenditure and implement cost-optimization strategies without compromising quality.
Compensation #	Pay Level 10 – Basic Pay (56,100 – 1,77,500) Initially approx. Rs. 15.51 lakhs per annum

Position / Code	**Executive Officer / 2608**
Domain	Information Technology
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification	Bachelor's Degree in Engineering/Technology in Computer Science Engineering /Information Technology Engineering
Experience	Minimum 2 years of post-qualification experience in Information Technology function. Specialisation in AI/ML/Cloud Computing (AWS /Azure) /Cyber security is desirable.
Maximum Age Limit	27 years as on 28.02.2026
No. of Vacancies	10

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Desirable Skill Sets	• Strong understanding of enterprise IT systems, IT governance, cybersecurity, data protection, and technology-driven process optimization. • Specialization in AI/ML, Cloud Computing (AWS/Azure/GCP), data analytics, or blockchain with proven ability to conceptualize, prototype, and deploy innovative solutions tailored to ICAI's institutional needs. • Ability to conceptualize and deploy innovative solutions for institutional needs in AI/ML, Cloud Computing (AWS/Azure/GCP), data analytics, or blockchain. • Skills in IT project planning, execution, and monitoring, ensuring timely delivery aligned with ICAI objectives. • Awareness of IT Act, data privacy frameworks, cybersecurity best practices, and regulatory compliance standards. • Strong written and verbal communication for preparing technical reports, presentations, and stakeholder interactions; ability to work across cross-functional teams.
Job Profile	**Role Overview –** The incumbent will play a key role in driving ICAI's digital transformation, IT governance, and technology-enabled services. **Key Responsibilities –** The job responsibilities outlined below are indicative and provided for informational purposes only. These may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining, and the individual may be required to *assist in performing* any of the roles listed below. **1. Digital Transformation** • Supporting the design and execution of ICAI's IT roadmap, aligning technology initiatives with institutional objectives. • Exploring and recommending adoption of AI/ML, Cloud platforms, data analytics, and automation tools to improve efficiency and service delivery. • Building and testing AI/ML models for ICAI's internal platforms (e.g., automated CPE tracking, fraud detection models, smart query handling). • Study existing process and prepare roadmap for exam process automation using latest technology with business continuity planning. • Coordinate between various stakeholders of exam process. **2. System Development & Maintenance** • Managing design, customization, and enhancement of ICAI's portals, applications, and digital platforms. • Ensuring smooth functioning of core systems including HRMS, CPE portals, examination systems, and other institutional applications. • Overseeing software development and upgrades following SDLC and Agile practices. **3. Infrastructure & Cloud Management** • Supervising IT infrastructure, databases, and networks ensuring high availability and scalability. • Managing and optimize Cloud-based solutions. **4. Cybersecurity & Compliance**

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	• Implementing robust cybersecurity, data protection, and privacy protocols in line with regulatory and global best practices. • Conducting regular security audits, risk assessments, and compliance checks. **5. Project Management & Vendor Coordination** • Leading IT projects including requirement gathering, technical documentation, testing, and deployment. • Collaborating with technology vendors, developers, and consultants to ensure timely and quality delivery. **6. Data Analytics & Research** • Utilizing data analytics and visualization tools to support evidence-based decision making. • Conducting research on emerging technologies and assess their relevance for ICAI. **7. User Support & Capacity Building** • Developing user manuals, training material, and FAQs to support adoption of IT systems. • Providing technical assistance and training sessions for staff, members, and students.
Compensation #	Pay Level 10 – Basic Pay (56,100 – 1,77,500) Initially approx. Rs. 15.51 lakhs per annum

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

B. IMPORTANT DATES:

Events	Date(s)/Period#
Start of Online Applications by	1st April 2026
Last date of Submission	15th April 2026

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

C. 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

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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 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 second round of interview (if applicable), the 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. The candidate may 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 additionally download and forward a copy of their filled online 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.

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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 against only one position code by submitting their application only once for the particular position code. Multiple/duplicate applications will lead to disqualification.

20. Work Experience: -

a) The work experience shall be on **full time basis** and only post-qualification experience will be considered.
b) 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.
c) Only regular, full-time teaching/research experience will be considered; part-time working, guest/visiting faculty experience are not eligible.
d) 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.

21. Academic Qualification - As regards qualification, the following is clarified –

a) All the educational qualifications mentioned should be from a University/Deemed University/Institution/Board recognized by AICTE/UGC/ appropriate statutory authority.
b) 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.

22. Application

a) Application Fee -

- An application fee of ₹500 (Rupees Five Hundred only) (Non – refundable), inclusive of all applicable taxes, shall be payable by the candidates at the online portal.
- An application shall be treated as complete only after submission of all required details and successful payment of the application fee. Incomplete applications are liable to be rejected.

b) Documents Upload -

- Candidates must upload all required documents in the prescribed format at the time of submission of the online application. Incomplete form without required information/ documents shall lead to rejection/cancellation of candidature at any stage of the recruitment process, without any further notice.

23. Written Test –

a. Computer Based Test (CBT) -

- For the posts of Executive Officer, the selection process shall include a Computer

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Based Test (CBT) , for which the syllabus is as given in the **Annexure**.

- The various modalities of the Computer Based Test are as follows:

<table>
<tr><th>S. No.</th><th>Parameter</th><th>Modalities & Marking Scheme</th></tr>
<tr><td>1</td><td>Mode of Examination</td><td>Computer Based Test (CBT)</td></tr>
<tr><td>2</td><td>Medium / Language</td><td>English</td></tr>
<tr><td>3</td><td>Question Paper Type</td><td>Multiple Choice Questions (MCQ) + Descriptive</td></tr>
<tr><td>4</td><td>Sections, Number of questions and Marks in Question Paper</td><td>For Executive Officer
<table>
<tr><th colspan="3">General Section</th></tr>
<tr><td>Part A – Multiple Choice Questions (MCQ)</td><td>30 Questions</td><td>30 Marks</td></tr>
<tr><td>Part B - Descriptive</td><td>02 Questions</td><td>30 Marks</td></tr>
<tr><th colspan="3">Technical Section</th></tr>
<tr><td>Multiple Choice Questions (MCQ)</td><td>90 Questions</td><td>90 Marks</td></tr>
</table></td></tr>
<tr><td>5</td><td>Total Marks</td><td>150</td></tr>
<tr><td>6</td><td>Exam Duration</td><td>150 minutes</td></tr>
<tr><td>7</td><td>Marks
• MCQ (120)
• Descriptive Questions (2)</td><td>
1 mark each
15 marks each</td></tr>
<tr><td>8</td><td>Negative Marking
• MCQ
• Descriptive Questions</td><td>
0.25 marks for each wrong answer
Not Applicable</td></tr>
</table>

b. Centre Allotment -

- For the written examination (CBT), candidates can select their preferred test centre through the online portal**.** The allotment of Examination Centre shall be made solely on the basis of availability of seats and preferences given by the candidate. Decision of the competent authority in this regard shall be binding. No request for change of centre shall be entertained.
- ICAI reserves the right to cancel or add more cities and centres. The computer-based test (CBT) could be shifted to any other city of examination depending upon the administrative feasibility.

c. Selection –

- The final selection will be based on the performance in the written test (where applicable) and interview(s) process.

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ANNEXURE
Syllabus for Computer Based Test (CBT)

Position - Executive Officer

General Section (Multiple Choice Questions - MCQ + Descriptive)

Part – A (MCQ)

- General Awareness
- Logical Reasoning
- Quantitative Aptitude
- English Language & Comprehension

Part – B (Descriptive)

- Drafting of Official Letters / Memos / Office Notes/Reports

Technical Section (Multiple Choice Questions - MCQ)

Chartered Accountants – (Code 2602)

- Accounting Standards
- Advanced Auditing, Assurance and Professional Ethics
- Financial Reporting
- Corporate and Other Laws
- Financial Management and Strategic Management
- Direct Tax Laws and International Taxation
- Indirect Tax Laws
- Information Systems

Legal – Code (2603)

- Constitutional Law
- The Indian Contract Act & Arbitration and Concilliation Act.
- Company/Corporate Law
- Labour and Industrial Law
- Civil Procedure Code (CPC)
- Code of Criminal Procedure (CrPC) / Bharatiya Nagarik Suraksha Sanhita, 2023 (BNSS) & Law of Evidence/Bharatiya Sakshya Adhiniyam (BSA)
- Indian Penal Code (IPC)/Bharatiya Nyaya Sanhita (BNS)
- Administrative Law
- Consumer Protection Act
- Intellectual Property Rights (Basics)
- The Limitation Act
- Right to Information (RTI)
- Law of Property and Easement

Company Secretary – Code (2604)

- Jurisprudence, Interpretation & General Laws
- Governance, Risk Management, Compliances and Ethics
- Drafting, Pleadings and Appearances
- Secretarial Audit, Compliance Management and Due Diligence
- Securities Laws & Capital Markets

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- Economic, Business and Commercial Laws
- Company Law & Secretarial Practice
- Tax Laws

Sustainability – Code (2605)

- Eco-systems, Habitats, and Sustainability
- Climate Studies and Environment Impact Assessment
- Environmental and Natural Resource Economics
- Monitoring and Evaluation in Environment and Sustainability
- GHG Accounting and Carbon Markets
- Global Climate and Environmental Governance
- Environmental and Sustainability Analytics
- Public Policy, Governance and Ethics

Economics – Code (2606)

- Microeconomics
- Mathematical Economics
- Econometrics
- Macroeconomics
- Economic Development and Policy in India
- Financial Economics

Infrastructure – Code (2607)

- Building Materials & Construction
- Basic Structural Analysis & Design
- Engineering Graphics
- Surveying
- Environmental Engineering
- Estimation, Costing & Project Management
- Soil Mechanics & Foundation Engineering
- Design Standards & Regulations

Information Technology – Code (2608)

- Cybersecurity & Data Protection
- Data Analytics & Visualization for User Engagement
- IT Governance & Compliance (e.g., COBIT, ISO 27001)
- API Integrations & Web Services
- Web Portal Development & Maintenance
- Database Management Systems (DBMS)
- Artificial Intelligence
- Block Chain
- Cloud Computing & Infrastructure (AWS/Azure/GCP)
- Learning Management Systems (LMS)

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