The Institute of Chartered Accountants of India, a statutory body set up by an Act of Parliament, invites application from administratively capable Deans having 5 years of experience of handling overall administration & management in IITs/IIMs/Army Formation or similar organisations. The applicant would be directly handling and supervising/heading the ICAI’s Centres of Excellence in Hyderabad and Jaipur for an initial period of 3 years. The candidates otherwise eligible who are exceptionally talented and whose performance is found satisfactory shall be considered for renewal of the contract/absorption in ICAI on permanent rolls.

<table>
<thead>
<tr>
<th>Position</th>
<th>DEAN</th>
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<tbody>
<tr>
<td>Qualification &amp; Experience</td>
<td>• Incumbent should either be an Assistant Professor with minimum of 15 years of standing or Associate Professor with 10 years of standing from Institution/Research Organizations of national prominence.</td>
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</table>
| Skill Sets required | • Strong human resource management expertise; ability to supervise and mentor consultants and engage and inspire their credibility, confidence and build consensus.  
• Strong interpersonal skills and proven ability to provide leadership to a team and to work in a team environment.  
• Ability to plan, organize and lead the implementation of plans and processes.  
• Good knowledge of general HR/Finance /IT/legal functions.  
• Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking skills, displays good judgement. |
| Job Profile | • He will be responsible for nurturing the Centre of Excellence as an epitome of higher learning as its operational head  
• He should be a conceptualist with excellent communication skills and capable of leading a team of highly competent researchers in the challenging environment.  
• He shall be responsible for the overall functioning, including planning its future and ensuring the role of a catalyst in meeting the objectives. |
| Compensation | • Rs. 24 lakhs per annum (approx.) in equivalent scale matrix of ICAI |

Interested candidates may send their application through email at recruitmentconsultant@icai.in or can send through Speed Post to Joint Director - HR, The Institute of Chartered Accountants of India, ICAI Bhawan, I.P.Marg, New Delhi-110002, superscribing on the envelope “Application for the post of DEAN for ________ location” within 21 days from date of release of advertisement.

Application Form
The Institute of Chartered Accountants of India (ICAI), a statutory body established by an Act of Parliament, invites applications from administratively capable candidates for handling administrative matters, on contractual basis for a period of 3 years. Those who are retired from armed services shall be given preference. The candidates otherwise eligible who are exceptionally talented and whose performance is found satisfactory shall be considered for extension of tenure/absorption in ICAI on permanent rolls.

Position

Administrative Consultant

Qualification

- Master’s Degree in any discipline from a recognized University/Institute with at least 55% marks.
- A minimum of 10 years’ consolidated experience with a minimum of 5 years’ in a supervisory role/head of an administrative unit.

Skill Sets required

- Exposure to GFR and working of regulatory and statutory bodies.
- Strong exposure to material management, general administration and facility management.
- Must have strong leadership skills, decision-making skills and conflict management abilities.
- In-depth understanding of office management procedures and legal policies.

Job Profile

- To supervise day-to-day operations of the admin department
- To plan and coordinate administrative procedures and systems and devise ways to streamline processes.

Compensation

- Rs.24 lakhs per annum (all inclusive)

Interested candidates may send their application through email at recruitmentconsultant@icai.in or can send through speed post to Joint Director - HR, The Institute of Chartered Accountants of India, ICAI Bhawan, I.P.Marg, New Delhi-110002, superscribing on the envelope “Application for the post of___________________” within 21 days from date of release of advertisement.

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