



# The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

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

Position	UDC/LDC			
Pre-requisite	Position	No. of Vacancies	Essential Qualification (Full Time)	Post Qualification experience
	UDC	5	Graduate in any discipline	5 Years + typing speed of 40 words per minute in English
	LDC	5		1 Year + typing speed of 40 words per minute in English
Skill Sets	<ul style="list-style-type: none"><li>• Comprehensive knowledge of MS Office</li><li>• Ability to work collegially in a team</li><li>• Ability to face new challenges</li><li>• Good administrative skills</li><li>• Ability to manage &amp; meet deadlines</li><li>• Effective Communication Skills</li></ul>			
Job Profile	<ul style="list-style-type: none"><li>• To handle functional or administrative tasks</li><li>• To complete all assigned tasks and assist in day-to-day operations</li><li>• To format information for internal and external communication – e-mails, presentation, reports etc.</li><li>• To maintain comprehensive and accurate records</li><li>• To create and update records ensuring accuracy and validity of information</li><li>• To perform such other tasks as assigned by the seniors from time to time</li></ul>			
Age Limit	<ul style="list-style-type: none"><li>• 22-26 years as on 31.12.2021</li></ul>			
Compensation	<ul style="list-style-type: none"><li>• Rs. 4.5 lakhs - Rs. 6.0 lakhs per annum (approx.)</li></ul>			

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

ICAI holds the right to relax any eligibility criteria for deserving candidates and its decision regarding eligibility, shortlisting of candidates, conduct of Interview and selection will be final and binding on the applicants and only shortlisted candidates will be invited for Interview. Interested candidates may send their application in Structured format through email at [recruit20221@icai.in](mailto:recruit20221@icai.in) or can send through speed post to Additional 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 UDC/ LDC for (Name of Location)**" within 15 days from the date of release of this advertisement.

**Application Form**