



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory Body under an Act of Parliament)

SOUTHERN INDIA REGIONAL COUNCIL

'CMA BHAWAN' # 4, Montieth Lane, Egmore, Chennai - 600 008. Phone : 044 - 2855 4443, 044 - 2855 4326.
Email : sirc@icmai.in Website : www.icmai.in / www.sircoficmai.in

SIRC/ADMIN/03-24

21.03.2024

Recruitment of Assistant (Secretarial) for The Institute of Cost Accountants of India Southern India Regional Council, Chennai.

SI.NO	NAME OF POST	GROSS SALARY	NUMBER OF POST	TYPE OF POST
1.	ASSISTANT (SECRETARIAL)	Rs.25,000/- Per Month	1 (ONE)	PURELY CONTRACTUAL

MINIMUM ELIGIBILITY CRITERIA FOR ASSISTANT (SECRETARIAL)

- Minimum 2 years experience
- Full time graduation with at least 55% marks.
- Computer knowledge with MS Office must.
- Short hand and Type writing preferable
- Stenography @ 80 wpm and Typing @ 40 wpm.
- Fluent in English and good communication skill required
- Designing Invitation, Brochure and Posters for programs
- Knowing extra language along with English and Tamil will be preferable

Apply by Post

TO
THE CHAIRPERSON
THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory Body under an Act of Parliament)
SOUTHERN INDIA REGIONAL COUNCIL
"CMA BHAWAN" #4, MONTIETH LANE
EGMORE, CHENNAI-600 008

Apply by Email

sirc@icmai.in and cc to cmadivyavictorgrace@gmail.com

Contact Details:

Telephone No : 044-2855 4443, 044-2852 8219.

Last date for application

Apply within **30th March, 2024**

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. The Candidate selected against this advertisement shall be required to work at The Institute of Cost Accountants of India - Southern India Regional Council, Chennai.
2. The Candidates must ensure his/her eligibility and other requisite criteria **before applying** for the post and then only apply.
3. The post mentioned are on purely contractual basis.
4. Candidate shall submit application form along with recent passport size photograph.
5. No TA/DA shall be paid for attending / participating in the selection process. No shortlisted candidates will be considered after the prescribed date and time of selection process, in case, if he/she is unable to attend the selection process, for whatever reason.
6. Decision of the Institute authorities in any matter relevant to the advertisement shall be final and binding.