

EIRC of ICAI invites application from talented and ambitious candidates for following posts

EIRC of ICAI invites applications from qualified and competent candidates for the following positions, arising out of various vacancies at ICAI Kolkata:

Post	Chartered Accountant	Office Assistant	Civil Engineer
No of Position	Two	Two	One
Location	Kolkata	Kolkata	Kolkata
Employment Type	Contractual	Contractual	Contractual
Job Profile	• Draft emails, letters, and communications for internal and external stakeholders. • Review and proofread official correspondence for accuracy and compliance. • Assist in the planning, coordination, and management of EIRC events. • Liaise with participants, speakers, vendors, and other stakeholders. • Oversee event logistics including venue, budgeting, and resource management. • Provide general administrative support: filing, database management, and record keeping. • Manage schedules, meetings, and appointments. • Prepare reports, presentations, and executive summaries. • Ensure all administrative tasks comply with ICAI guidelines. • Generate regular reports for management review.	• Draft and manage professional correspondence. • Ensure timely responses and follow-ups on communications. • Assist in scheduling, planning, and execution of events and seminars. • Coordinate with vendors and participants for event operations. • Handle logistics: venue booking, invitation coordination, event budgeting. • Maintain organized documentation and filing systems. • Manage office supplies and procurement coordination. • Support administrative and operational tasks. • Organize meetings, prepare agendas, and record minutes. • Update and maintain member/event databases. • Ensure confidentiality of sensitive data. • Provide proactive administrative support to the EIRC team.	• Prepare detailed designs and engineering plans. • Conduct feasibility assessments and site inspections. • Prepare and implement project plans in coordination with stakeholders. • Prepare BOQs, cost estimates, and material specifications. • Review and ensure compliance with government regulations and ordinances. • Monitor safety procedures, production processes, and regulatory compliance. • Recommend improvements and provide alternative technical solutions when required. • Coordinate and liaise with contractors, consultants, vendors, and other professionals. • Perform project management duties including budget control, resource allocation, and timeline tracking. • Compile and analyze quotes for procurement and execution.

Educational Qualification	Chartered Accountant (CA)	Bachelor's degree in any discipline (MBA preferred)	Bachelor's degree in Civil Engineering from a recognized institution (accredited by the Institution of Civil Engineers).
Experience	1-3 years of post-qualification experience in office administration or related fields preferred.	1-3 years of experience in office administration or related fields preferred.	- Minimum of 5 years of relevant industry experience is desirable. - Experience in project planning, budgeting, and execution is preferred.
Skills	- Excellent written and verbal communication skills in English. - Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). - Strong organizational, coordination, and multitasking skills. - Prior experience in event management is an added advantage. - Ability to work independently and in team environments.	- Excellent English communication skills (written and verbal). - Proficiency in MS Office and email tools. - Strong organizational and multitasking abilities. - Attention to detail and deadline orientation. - Prior experience in office administration or event coordination preferred.	- Proficiency in design software like AutoCAD Civil 3D, Autodesk, and MicroStation. - Familiarity with map creation and photo imaging software. - Strong analytical, design, and estimation capabilities. - Excellent time management and multitasking skills. - Strong leadership and coordination skills. - Ability to manage multiple projects simultaneously. - Knowledge of local building codes and compliance standards.
Remuneration	₹8.5 Lac - ₹9.0 Lac per annum (<i>Negotiable based on experience</i>)	₹2.5 Lac to ₹ 3.0 Lac per annum (<i>Negotiable based on experience</i>)	₹5.0 Lac to ₹6.0 Lac per annum (<i>Negotiable based on experience</i>)

Application Process:

Eligible candidates are requested to send their updated CVs along with salary expectations to airoffice@icai.in. Please **mention the position applied for** in the subject line of the email.

Last Date to Apply: 30th June 2025

Please note these important points before you apply:

- Ensure you meet all the specified eligibility criteria *before* applying.
- Merely meeting the minimum eligibility criteria doesn't guarantee an interview. Candidates with higher qualifications and experience may be preferred during shortlisting.
- Only shortlisted candidates will be informed about the selection process via their registered email addresses.
- EIRC may relax eligibility criteria in deserving cases and decision of the management in this regard will be final and binding.
- Only shortlisted candidates will be invited for an interview.
- Applications received after the last date of submission will not be considered.