

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	EDP Coordinator
No of Position	Two	Two	One	One
Location	Kolkata	Kolkata	Kolkata	Kolkata
Employment Type	Contractual	Contractual	Contractual	Contractual
Job Profile	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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, 	<ul style="list-style-type: none"> • Provide day-to-day support for servers, systems, and hardware infrastructure across all departments and regions as required. • Monitor and manage network connectivity, troubleshoot internet and LAN issues, and ensure minimal downtime. • Coordinate and operate video conferencing systems for meetings, webinars, and virtual events, including setup, testing, and live support. • Maintain records and ensure regular maintenance of all computers, printers, scanners, routers, switches, and other IT peripherals. • Provide on-site technical support during ICAI's outside office programmes, seminars, and events—including handling projection systems, microphones, internet, live streaming, and presentations.

	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<p>resource allocation, and timeline tracking.</p> <ul style="list-style-type: none"> • Compile and analyze quotes for procurement and execution. 	<ul style="list-style-type: none"> • Assist in the installation, configuration, and updating of software and antivirus systems. • Act as the liaison with ICAI Head Office or other Regional Offices for resolving cross-regional IT-related issues. • Maintain inventory and documentation of all IT assets and report periodic status. • Ensure data security, back-ups, and integrity of systems as per ICAI's IT policy and standards. • Provide general technical support to office staff and handle any other IT-related tasks as assigned. •
Educational Qualification	Chartered Accountant (CA)	Bachelor's degree in any discipline (MBA preferred)	<ul style="list-style-type: none"> • Bachelor's degree in Civil Engineering from a recognized institution (accredited by the Institution of Civil Engineers). 	MCA / M.Tech / M.Sc (IT / Computer Sc.)
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.	<ul style="list-style-type: none"> • Minimum of 5 years of relevant industry experience is desirable. • Experience in project planning, budgeting, and execution is preferred. 	Minimum 5-year experience in Computer Applications, Hardware Maintenance as well as Server, Network related issues.
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills in English. • Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). • Strong organizational, coordination, and multitasking skills. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Quick thinking and the ability to resolve technical issues efficiently. • Clear and polite communication, with the ability to explain technical concepts in simple terms. • Strong time management and the ability to prioritize multiple tasks.

	<ul style="list-style-type: none"> • Prior experience in event management is an added advantage. • Ability to work independently and in team environments. 	<ul style="list-style-type: none"> • Prior experience in office administration or event coordination preferred. 	<ul style="list-style-type: none"> • Ability to manage multiple projects simultaneously. • Knowledge of local building codes and compliance standards. 	<ul style="list-style-type: none"> • Willingness to collaborate with different departments and external vendors. • Flexibility and adaptability to handle dynamic requirements during office and offsite events. • Attention to detail and ability to maintain accurate documentation and records. • A service-oriented attitude with a calm, problem-solving approach. • Willingness to travel and provide technical support at events beyond regular office premises.
Remuneration	₹8.5 Lac - ₹9.0 Lac per annum (Negotiable based on experience)	₹2.5 Lac to ₹ 3.0 Lac per annum (Negotiable based on experience)	₹5.0 Lac to ₹6.0 Lac per annum (Negotiable based on experience)	₹5.0 Lac to ₹6.0 Lac per annum (Negotiable based on experience)

Application Process:

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

The same is also available on the website of EIRC

(link: <https://eirc-icai.org/announcements/details/eirc-of-icai-invites-application-from-talented-and-ambitious-candidates-for-following-posts>)

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.