



ಭಾರತೀಯ ವೆಚ್ಚ ಲೆಕ್ಕಗರ ಸಂಸ್ಥೆ

(ಸಂಸತ್ತಿನ ಕಾಯಿದೆಯಡಿ ಸ್ಥಾಪಿತವಾದ ಶಾಸನಾತ್ಮಕ ಸಂಸ್ಥೆ)

The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

Bengaluru Chapter

"CMA Bhavan" No. 81, Mallikarjuna Temple Street,
Basavanagudi, Bengaluru - 560 004.
Income Tax PAN : AAATT9744L; GSTIN : 29AAATT9744L2ZN

Phone : 080-26507082 / 26600624
Email: manager@icmaibl.org
bangalore@icmai.in
Website : www.icmaibl.org

Applications invited for appointment of a Career Counselor cum Public Relationship Officer for the Bengaluru Chapter. Job Descriptions, Terms and Conditions of appointment are specified here below:

1. Position/Designation : Career Counsellor cum Public Relationship Officer.
2. Employment Type : Contract, renewable after every 11 months.
3. Remuneration : Consolidated pay as per the institute standards, subject to TDS u/s 194J.
4. Job Location : Chapter Office, Basavanagudi, Bengaluru.
5. Job Description : The person will be responsible for organizing Career Counseling Programmes at Colleges, Universities, Management Institutes, etc., throughout the state of Karnataka. He / She shall contact reputed companies and organize training programmes / internships for CMA Students. Contact eminent persons from various fields to organize Professional Development Programmes at the Chapter or at any other place on behalf of the chapter. The applicant should have good **Public Relations (PR) Skills**.
6. Nature of Work : The person will have to plan and travel across the city of Bengaluru and other places across the state of Karnataka. Travelling, Conveyance and Food Expenses will be borne by the Chapter at actuals. Career Counselling Materials such as Video, Brochures, banners, Standees, Attendance Sheet, etc., shall be carried while conducting Career Counseling Programmes. To facilitate the Chapter Managing Committee Member/s or Office Bearer/s to conduct Career Counseling Programmes at various places, including arranging / co-ordinating for necessary transportation, Boarding & Lodging (Particularly for outstation programmes) and co-ordination with all the persons concerned.
7. Qualification : Graduate and above.
8. Experience : Person with similar experience in the field preferred.
9. Reporting : Monthly & Weekly Work and Travel Plan shall be prepared in advance and shared with the Office Bearers, Chairmen/Person – Coaching & Students' Guidance Bureau, Professional Development, Practitioners' Forum with copy to the Chapter Manager.

Interested candidates may send their Resume to the following address by mail:

Chapter Manager: manager@icmaibl.org ;
Mobile No.9448729238Tel (O) 080-26600624 / 26507082
Chapter G Mail : bangalore@icmai.in ; Chapter Website: www.icmaibl.org

Please upload your CV on our website at the link <http://www.icmaibl.org/resource/Career.aspx> also

Date of this Advertisement: 2nd September, 2021; Last Date for Application: 18th September, 2021

On behalf of the Managing Committee.

CMA Kumar H.N. – Chairman.



Head Office

No.12, Sudder Street, Kolkata - 700 016.
Phone : 033-2252 1031/1034/1035/1602/1492
Website: www.icmai.in

Southern India Regional Council

No.4, Montieth Lane, Egmore, Chennai - 600 008.
Phone: 044-2855 4443/4326.
E-Mail: sirc@icmai.in, Website: www.sircoficmai.in