



ದಿ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಕಾಸ್ಟ್ ಅಕೌಂಟೆಂಟ್ಸ್ ಆಫ್ ಇಂಡಿಯಾ

# The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

## Bengaluru Chapter

PAN : AAATT9744L  
GSTIN : 29AAATT9744L22N

"CMA Bhavan" No. 81, Mallikarjuna Temple Street, Basavanagudi, Bengaluru - 560 004.  
Phone : 080-26507082 / 26600624 Mobile : 94820 67082

Email : bangalore@icmai.in  
Website : www.icmaibl.org

Applications are invited for the appointment of Junior-Officer for the Bengaluru Chapter of ICMAI  
The Job Description, terms and conditions of appointment are specified below:


Position/Designation	Junior-Officer (01 Vacancy)
Type of Employment	Contract, renewable after every 11 months
Remuneration	Consolidated as per the Institute Standards subject to TDS under Section 194J
Job Location	Bengaluru Chapter, "CMA BHAVAN", No-81, Mallikarjuna Temple Street, Basavanagudi, Bengalure-560004, Ph-080-26507082/26600624
Job Description	<ul style="list-style-type: none"><li>➤ Reporting to the Chapter Sr. Officer.</li><li>➤ Students' Admission Guidance and Support.</li><li>➤ Attending the phone calls and maintain the Call register and Library register.</li><li>➤ Students' &amp; other coaching related activities such as coordination of inauguration of Oral Coaching Classes, Students Fest, day-to-day classes of CMA courses.</li><li>➤ In Charge of the Chapter Library and coordination with the Students &amp; Sr. Officer for providing necessary infrastructure facilities, books and other requirements.</li><li>➤ Interaction with HQ about Students' Admission &amp; examination related matters.</li><li>➤ Coordination &amp; communication with and support to the students on examination related matters.</li><li>➤ Taking Students' Feedback at the time of admission &amp; submission to the Sr. Officer</li><li>➤ Taking and preparing Students' Feedback about the Faculty &amp; Facilities from time to time.</li><li>➤ Preparation of Feedback Analysis Sheet and submission to the Sr. Officer from time to time.</li><li>➤ Preparation of Admission Statistics and submission to the Sr. Officer by mail on weekly basis.</li><li>➤ Interaction with other educational institutes for GST and other Courses of the institute.</li></ul>
Qualification	Graduation and above
Experience	2 years + in the field of Accounts & experience in a similar field will be preferred. Salary Range - ₹ 20,000 - ₹ 25,000/-
Age Limit	Above 25 Years and Below 30 Years


Interested Candidates may send their Resume to the following Address:

Chapter Mail id: [bangalore@icmai.in](mailto:bangalore@icmai.in) , Phone-080-26600624/26507082

Date of this Advertisement - 31.08.2024 and Last date for submitting Resume - 15.09.2024

On Behalf of Managing Committee of Bengaluru Chapter

  
CMA Abhijeet S Jain  
Sd/-  
Chairman

  
CMA Rajesh Devi Reddy  
Sd/-  
Secretary



### Southern India Regional Council

No.4, Montieth Lane, Egmore, Chennai - 600 008.

Phone : 044-2855 4443/4326

Email : [sirc@icmai.in](mailto:sirc@icmai.in)

Website : [www.sircoficmai.in](http://www.sircoficmai.in)

### Head Office

No.12, Sudder Street, Kolkata - 700 016.

Phone : 033-2252 1031/1034/

033-2252 1035/1602/1492

Website : [www.icmai.in](http://www.icmai.in)



ದಿ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಕಾಸ್ಟ್ ಅಕೌಂಟೆಂಟ್ಸ್ ಆಫ್ ಇಂಡಿಯಾ

# The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

## Bengaluru Chapter

PAN : AAATT9744L  
GSTIN : 29AAATT9744L2ZN

"CMA Bhavan" No. 81, Mallikarjuna Temple Street, Basavanagudi, Bengaluru - 560 004.  
Phone : 080-26507082 / 26600624

Mobile : 94820 67082

Email : bangalore@icmai.in  
Website : www.icmaibl.org

Applications are invited for the appointment of Junior-Accountant for the Bengaluru Chapter of ICMAI.

The Job Description, terms and conditions of Appointment are specified below:


Position/Designation	Junior-Accountant (01 Vacancy)
Type of Employment	Contract, renewable after every 11 months
Remuneration	Consolidated as per the Institute Standards subject to TDS under Section 194J
Job Location	Bengaluru Chapter, "CMA BHAVAN", No-81, Mallikarjuna Temple Street, Basavanagudi, Bengalure-560004, Ph-080-26507082/26600624
Job Description	<ul style="list-style-type: none"><li>➤ Reporting to the Chapter Sr. Officer.</li><li>➤ Execution &amp; Supervision of day-to-day Accounting in the Tally Software.</li><li>➤ Verification &amp; authentication of accounting vouchers &amp; documents.</li><li>➤ Preparation of periodical financial statements and submission to the Sr. Officer.</li><li>➤ Visits to the banks, government offices and other places for Chapter work.</li><li>➤ Visits to the companies for Chapter work.</li><li>➤ Maintenance of Chapter Membership Applications &amp; Members' Register.</li><li>➤ Interaction with the members about Institute &amp; chapter membership.</li><li>➤ Keeping track of the Chapter funds invested and periodical update to the Sr. Officer for timely action.</li><li>➤ Collecting FD Receipts from banks and other documents &amp; handing over to the Sr. Officer for safe custody.</li><li>➤ Co-ordination for PD, PF&amp; Workshops, Seminars &amp; Webinars of the Chapter.</li><li>➤ Co-ordination for GST Certification Course on GST on week-end &amp; holidays.</li><li>➤ Maintenance of employee Attendance &amp; Leave Records.</li><li>➤ Library &amp; Other periodical stock taking, as and when required.</li><li>➤ Support to the Career Counselor-cum-Public Relations Officer in Career Counseling &amp; other events, as and when required.</li><li>➤ Any other work assigned by the Chairman and Secretary of the Chapter.</li></ul>
Qualification	Graduation and above
Experience	2 years + in the field of Accounts & experience in a similar field will be preferred. Salary Range - ₹ 25,000 - ₹ 30,000/-
Age Limit	Above 25 Years and Below 30 Years


Interested Candidates may send their Resume to the following Address:

Chapter Mail id: [bangalore@icmai.in](mailto:bangalore@icmai.in), Phone-080-26600624/26507082

Date of this Advertisement - 31.08.2024 and Last date for submitting Resume - 15.09.2024

On Behalf of Managing Committee of Bengaluru Chapter

  
CMA Abhijeet S Jain  
Sd/-  
Chairman

  
CMA Rajesh Devi Reddy  
Sd/-  
Secretary



### Southern India Regional Council

No.4, Montieth Lane, Egmore, Chennai - 600 008.

Phone : 044-2855 4443/4326

Email : [sirc@icmai.in](mailto:sirc@icmai.in)

Website : [www.sircoficmai.in](http://www.sircoficmai.in)

### Head Office

No.12, Sudder Street, Kolkata - 700 016.

Phone : 033-2252 1031/1034/

033-2252 1035/1602/1492

Website : [www.icmai.in](http://www.icmai.in)