

3<sup>rd</sup> Floor, ICSI House, 22, Institutional Area, Lodhi Road, New Delhi –110003

### CAREER OPPORTUNITIES

ICSI Institute of Insolvency Professionals (ICSI IIP) is a frontline regulator registered with the Insolvency and Bankruptcy Board of India (IBBI). It is registered under section 8 of the Companies Act, 2013 and is a wholly owned subsidiary of Institute of Company Secretaries of India (ICSI). ICSI IIP invites applications for the following posts at its corporate office based at Noida :-

Name of the Post	Pay Level as per 7 <sup>th</sup> CPC Pay Matrix (Rs.)	Gross Salary per Annum (Rs. in Lakhs)	Max. Age (as on 01.07.2022)	No. of Posts
<b>Managing Director (on Contractual basis)</b>	Consolidated Compensation: Rs. 30 lakhs per annum (approx.)		55 years (Relaxable upto 60 years by Governing Board of ICSI IIP)	01
<b>Executive (Monitoring &amp; Inspection)</b>	Level 8 (47600-151100)	9.7	35 years	01
<b>Assistant (Enrolment &amp; Membership)</b>	Level 4 (25500-81100)	5.5	35 years	01
<b>Office Assistant</b>	Level 1 (18000-56900)	3.7	35 years	01

Interested candidates must **apply only through electronic application form (Online)** by clicking on the hyperlink provided at the end of this page.

The link shall be active from **06.07.2022 to 21.07.2022 (21.07.2022 is the last date for applying Online)**.

**Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer.**

In case you want to take a printout of the application form for your reference, please ensure that your printer is attached to your computer.

**Please Note:**

**The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the posts mentioned below is 01.07.2022**

**(1) MANAGING DIRECTOR (ON CONTRACTUAL BASIS)**

**No. of posts 1** (for New Delhi/ Noida)

**Compensation** Rs. 30 Lakh per annum (approx.) (Consolidated)

**Maximum Age** (as on 01.07.2022) 55 years (Relaxable upto 60 years by Governing Board of ICSI IIP)

**PERIOD OF ENGAGEMENT**

The tenure for the position is for 3 (three) years on contractual basis with an option with ICSIIP for renewal upto a period of further 3 (three) years or 65 years whichever is earlier.

**QUALIFICATION**

Member of The Institute of Company Secretaries of India/ Member of The Institute of Chartered Accountants of India/ Member of The Institute of Cost Accountants of India.

(Preference will be given to Company Secretary)

**EXPERIENCE**

- 15 years' experience in Insolvency, banking, finance, corporate laws, insurance, corporate governance, securities laws preferably with a regulatory body/self-regulatory body which shall include at least 7 years' experience at Senior Management position

Or

- 15 years' experience in practice as Company Secretary/Chartered Accountant/Cost Accountant or combination of both

Exposure to regulatory, monitoring and disciplinary functions will be preferred

(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience)

**SKILLS**

- Sound Knowledge of Insolvency & Bankruptcy Code, 2016
- Exposure to oversight, monitoring and disciplining a stream of professionals
- An impeccable track record, integrity and professional competence, with strong commitment to the cause of the profession
- Ability to drive the team of executives of the IPA to meet the expectations of all stakeholders
- Dynamism and strong leadership skills
- Good interpersonal skills
- Effective communication and drafting skills
- Ability to develop and execute various strategic and development plans both short and long term to ensure sustainability of the IPA
- Connectivity with regulatory authorities/ministries /judicial authorities etc.

**JOB CONTENTS**

1. Managing Director will be Executive Head of ICSI IIP and responsible for all functions of the Insolvency Professional Agency and shall perform tasks and functions as per the provision of code and rules, regulations and guidelines issued thereunder and as determined and assigned by the Governing Board of the IPA from time to time

	<ol style="list-style-type: none"> <li>2. Act in accordance with the Memorandum and Articles of Association of the company for furtherance of objectives of ICSI IIP</li> <li>3. Ensure effective functioning of various committees and departments of ICSI IIP</li> <li>4. Ensure compliance with the Insolvency &amp; Bankruptcy Code 2016, rules and regulations made thereunder and any other applicable law</li> <li>5. Ensure compliance with the Companies Act, 2013, Income Tax Act, 1961, rules and other regulations made thereunder and other applicable laws</li> <li>6. Promote development of professional members through knowledge initiatives including training programs, workshops, round tables, interactive meets, seminars/ webinars on judicial/ regulatory developments/ professional challenges, knowledge updates, publications on practical aspects etc.</li> <li>7. Liaison with the Insolvency and Bankruptcy Board of India and other regulatory authorities on various matters</li> <li>8. As a member of the Governing Board take strategic decisions for the Company and also ensure their due implementation</li> <li>9. Ensure that the systems and controls are in place with respect to the functions of ICSI IIP as envisaged under the Code</li> <li>10. Identify revenue models for the Company for its sustenance and for furtherance of the objectives of the company including development of the profession of insolvency</li> <li>11. Fortify the relationship of ICSI IIP with stakeholders including the oversight authority, the Insolvency and Bankruptcy Board of India, the adjudicating authorities for insolvency resolution, the insolvency professionals and other stakeholders</li> <li>12. Act as an interface between Regulators and the Insolvency Professionals as well as other stakeholders</li> <li>13. Ensure the effective functioning of Disciplinary process of ICSI IIP</li> <li>14. Managing Director shall be ex-officio member of Membership Committee, Monitoring Committee, Grievance Redressal Committee and Disciplinary Committee</li> <li>15. Perform such other functions as may be assigned by the Governing Board/ IBBI from time to time</li> </ol>
(2)	<p><b><u>EXECUTIVE (MONITORING &amp; INSPECTION)</u></b></p> <p><b>No. of posts 1</b> (for Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> Level 8 (47600-151100) (Gross Salary per annum - Rs. 9.7 lakh approx.)</p> <p><b>Maximum Age</b> (as on 01.07.2022)                      35 years</p> <p><b><u>QUALIFICATION</u></b></p> <p>Graduate or Post Graduate in any discipline.</p>

And

Member of The Institute of Company Secretaries of India/ Member of The Institute of Chartered Accountants of India/ Member of The Institute of Cost Accountants of India.

**EXPERIENCE**

At least 5 years of relevant experience. Candidates having exposure in Insolvency and Bankruptcy Code, 2016 (Code) and who have handled the legal work of Section 8 Company shall be given preference.

(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience)

**JOB CONTENTS**

- Handling the reporting requirements of Insolvency Professionals under Insolvency and Bankruptcy Code, 2016
- Monitoring the compliance requirements by and performance of Insolvency Professionals;
- Maintaining data related to case laws on regular basis
- Maintaining register of members in accordance with the Code
- Co-ordinating with the Monitoring Committee/regulators/Insolvency Professionals in relation to monitoring of IPs
- Conducting inspection as per Insolvency and Bankruptcy Code, 2016
- Such other responsibilities as may be assigned from time to time

**(3) ASSISTANT (ENROLMENT & MEMBERSHIP)**

**No. of posts 1** (for Noida)

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix Level 4** (25500-81100) (Gross Salary per annum – Rs. 5.5 lakh approx.)

**Maximum Age** (as on 01.07.2022)                      35 years

**QUALIFICATION**

Graduate in Commerce

**EXPERIENCE**

Having at least 3 years of experience.

(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience)

**JOB CONTENTS**

The incumbent shall be responsible for:

- Processing Enrolment and Registration Applications
- Handling permanent surrender and transfer of membership
- Co-ordination with stakeholders
- Support in conduct of events and programmes
- Such other responsibilities as may be assigned from time to time

<b>(4)</b>	<p><b><u>OFFICE ASSISTANT</u></b></p> <p><b>No. of posts 1</b> (for Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix Level 1</b> (18000-56900) (Gross Salary per annum – Rs. 3.7 lakh approx.)</p> <p><b>Maximum Age</b> (as on 01.07.2022)                      35 years</p> <p><b><u>QUALIFICATION</u></b> Graduate in any discipline.</p> <p><b><u>EXPERIENCE</u></b> Having at least 3 years of experience.</p> <p>(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience)</p> <p><b><u>JOB CONTENTS</u></b></p> <p>The incumbent shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Maintaining official files of Regulatory Authority</li> <li>• Performing general office clerk duties and errands</li> <li>• Managing basic bookkeeping duties</li> <li>• Such other responsibilities as may be assigned from time to time</li> <li>• Arranging meetings and programmes</li> </ul> <p>Preference will be given to a candidate who has working experience of Regulatory Authority/ies</p>
------------	---

**CLOSING DATE FOR SUBMISSION OF APPLICATION: 21.07.2022**

1	<p><b>Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post(s).</b> In case it is found at any stage of recruitment that an applicant does not fulfill Eligibility Criteria and/ or that he has furnished any incorrect / false information / certificate(s)/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. Even if any of these shortcomings is/ are detected after appointment his/her services are liable to be terminated. <b>Applicants must fill the online Form very carefully.</b> Applications which are incomplete or vague (i.e., Details relating to qualifications / experience etc.) or applications not in the prescribed format will be rejected summarily, hence candidates are advised to ensure that all the relevant fields mentioned in the on-line Resume Form are duly completed in all respects.</p>
2	<p><b>Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding test /interview.</b> In case, a candidate does not have a valid personal email address, he/she should create his/her new email address before applying Online. "ICSI IIP" reserves the right to communicate with the applicant through e-mail and not by post.</p>
3	<p>All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested <b>not to send the hard copy of their online application Form/ CV's /Certificates to "ICSI IIP". The original documents would be required for verification only at the time of Interview.</b> Candidates may take out the print out in token of acceptance of on-line applications &amp; no separate acknowledgement to the effect would be sent.</p>

4	The percentage obtained in various degrees/ diplomas should be rounded off to the lower whole number. For eg. 49.3% or 49.8% should be entered as 49% & not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages.
5	<p><b>While Filling the Online Resume Form: -</b></p> <ol style="list-style-type: none"> <li>1. Don't enter Special Characters like “ ” ‘ ’ / &amp; etc.</li> <li>2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board &amp; School Name / etc.</li> <li>3. Upload a resume file which does not exceed 100 KB.</li> </ol>

### **GENERAL CONDITIONS**

1	Candidates applying who are working in a Central/State Government/ Autonomous/Statutory Body/PSU would be required to produce a 'No Objection Certificate' from their present employer for verification at the time of interview failing which they will not be allowed to appear for the interview.
2	All educational qualifications must have been obtained from recognized universities / Institutions in India or abroad. The courses offered by autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU)/UGC/AICTE.
3	Mere submission of application / fulfilment of eligibility conditions will not confer any right on the candidate to be shortlisted / called for written test/ interview. The "ICSI IIP" reserves the right to call for written test/ interview only those candidates who in its opinion are most suitable for the post. The "ICSI IIP" also reserves the right to reject any or all the applications without assigning any reason thereof. The decision of The "ICSI IIP" in all matters regarding Eligibility, shortlisting of candidates, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.
4	The "ICSI IIP" reserves the right to fix minimum eligibility standard/bench mark and restrict the number of candidates to be called for interview taking into account various factors like number of vacancies, performance of the candidates etc., and decide to determine the qualifying marks for selecting candidates for interview. The "ICSI IIP" also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for written test/ interview. The decision of the "ICSI IIP" in this regard shall be final and binding and no correspondence in this regard would be entertained with the candidates.
5	The "ICSI IIP" reserves the right to increase/decrease the number of vacancies for any post, as advertised as per its requirement or not to fill up any posts as per its requirement or even cancel the whole process of recruitment without assigning any reason.
6	The "ICSI IIP" also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
7	The "ICSI IIP" reserves the right to offer or appoint the candidate on the post/ Level lower than the post / Level advertised or applied by the candidate.
8	Proficiency in Computer Applications is essential for all the above post(s).
9	For attending the interview to & fro train fare will be reimbursed by the shortest route to the outstation candidates, as per rules. However, no Travel Allowance shall be reimbursed for attending the written test.

10	The "ICSI IIP" takes no responsibility for any delay in receipt of any communication.
11	Canvassing in any form will straightway disqualify the candidature.
12	Internal candidates should forward their application through their respective Heads of Departments after meeting the criteria as laid down in the ICSI IIP Service Rules
13	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.
14	Only Indian Nationals need to apply.

**FOR APPLYING ONLINE, click on the link below  
OR**

**Copy, Paste and Enter the link on the address bar of the internet Explorer / Google Chrome**

**<https://www.icsi.in/recruitmentIIP/>**

**(Note: Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer)**

In case of any query please contact the following person:

Ms. Anjali Gupta  
Executive (HR)  
ICSI Institute of Insolvency Professionals  
ICSI House, 3rd Floor,  
C 36, Sector 62,  
Noida 201309

Tel.: +91 120 - 408 2142

Email: [anjali.gupta@icsi.edu](mailto:anjali.gupta@icsi.edu)