The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

Advertisement No. 07/2026/HRD/04

The Institute of Chartered Accountants of India (ICAI) is a statutory body set up in 1949 by an Act of Parliament for regulation and development of the profession of Chartered Accountancy in India. Over the past 77 years, the journey of ICAI has culminated in its recognition as the world's largest professional accounting body, transcending the defined boundaries to meet the challenges and criticality of times by being more resilient, innovative and development centric.

ICAI invites online applications from Chartered Accountants, including freshers, for appointment to the following regular position.

A. VACANCIES:

Position / Code	**Executive Officer / 2609**
Location	Initial posting at Delhi/Noida and liable to be transferred anywhere in India.
Qualification **Experience** **Maximum Age Limit**	Chartered Accountant Experience not essential. 25 years as on 30.06.2026
No. of Vacancies	50
Desirable Skill Sets	• In-depth knowledge of one or more of the following areas - Accounting/ Auditing/ Financial Reporting /Direct and Indirect Tax laws / and related laws. • Research and drafting ability (technical papers, policy notes, standards). • Analytical and review skills for compliance and regulatory evaluation. • Effective communication, presentation, and stakeholder coordination. • Proficiency in MS Office, ERP/accounting systems, and digital learning tools. • Research-oriented mindset with ability to prepare concept notes and discussion papers on evolving tax issues. • Basic understanding of Coding and programming languages. • Familiarity with financial markets, investor protection laws, securities regulations (SEBI, RBI, etc.), and financial literacy initiatives.

Job Profile	**Role Overview –** The incumbent will support the Institute's committees, boards, and departments in executing their mandates relating to accounting, auditing, taxation, corporate laws, financial reporting etc. **Key Responsibilities –** The job responsibilities outlined below are indicative and provided for informational purposes only. These may vary depending on the department to which the incumbent is assigned. The specific profile and duties of the incumbent will be determined after joining, and the individual may be required to assist in performing any of the roles listed below. **1. Technical Research, Standards & Guidance** • Drafting, reviewing, and updating Accounting Standards (AS/Ind AS), Standards on Auditing (SAs), Standards on Internal Audit (SIAs), Valuation Standards, Code of Ethics and other pronouncements. • Preparing technical notes, background material, discussion papers, exposure drafts, and implementation guidance for stakeholders. • Conducting impact assessments of emerging standards and regulatory changes on Indian businesses and financial reporting. • Interpreting accounting, auditing, tax, and corporate law issues to support regulators, members, and industry queries. • Preparing technical inputs, research papers, and background material on financial market regulations, capital markets, NBFCs, investor rights, and systemic risk. • Contributing to ICAI's responses to draft regulations, consultative papers, and circulars issued by SEBI, RBI, and other market regulators. • Supporting initiatives related to ethical investment practices, governance frameworks, and financial innovation. **2. Taxation & Policy Advisory** • **Direct Taxation**: Drafting and reviewing ICAI publications, guidance notes, and representations on the Income Tax Act, Tax Audit Report, and allied compliance matters. Analyze amendments, judicial pronouncements, circulars, and advance rulings to provide clarity. • **Indirect Taxation (GST)**: Developing/updating technical material on GST; analyze notifications, circulars, case laws, and rulings; prepare policy briefs and suggestions / representatives for/to Government and regulators. • **International Taxation & WTO**: Drafting and reviewing ICAI publications, Guidance Notes, Technical Guides, Handbooks and representations relating to international Taxation. Conducting research on OECD guidelines, BEPS, model tax conventions, and cross-border taxation. Prepare ICAI's inputs for global forums (OECD, WTO, UN, IFAC, SAFA). • **Corporate Restructuring & IBC/Valuation**: Providing insights on tax implications of mergers/demergers, insolvency

	proceedings, and valuations; contribute to ICAI Valuation Standards and related guidance. • Representing ICAI before CBDT, CBIC, Ministry of Finance, and other regulatory authorities on tax reforms, compliance frameworks, and policy suggestions. • Reviewing the tax implications of financial instruments, securitization, derivatives, and investment vehicles for institutional and retail investors. • Contributing to research on tax havens, participatory notes, hot money flows, and cross-border capital market transactions. • Providing technical support for ICAI's policy recommendations in investor-centric tax reforms and financial inclusion. **3. Review & Oversight** • Conducting review of financial statements, audit reports, and disclosures for compliance with AS/Ind AS, SAs, CARO, Companies Act, GST, and other statutory requirements. • Peer Review, Quality Review, and Financial Reporting Review processes; draft advisory reports for regulators, disciplinary authorities, and members. • Evaluating annual reports nominated for ICAI/SAFA awards, ensuring adherence to high standards of financial reporting. • Evaluating investor communications, disclosures, and grievance redressal mechanisms in financial statements and annual reports to assess transparency and compliance with investor protection principles. **4. Advisory & Disciplinary Functions** • Drafting opinions on accounting, auditing, taxation, insolvency, valuation, ethics, and corporate law issues. • Supporting the Disciplinary Directorate in reviewing complaints, preparing case files, drafting opinions, and assisting in investigations and hearings. • Drafting legal notes, replies, petitions, and representations in consultation with advocates for disciplinary and non-disciplinary matters. • Assisting in technical analysis of regulatory breaches, investor complaints, and misconduct related to securities law, corporate governance. **5. Capacity Building, Training & Knowledge Dissemination** • Developing and deliver capacity-building initiatives: certificate courses, refresher programs, webinars, seminars, mentorship workshops, and leadership programs. • Creating educational material, e-learning modules, podcasts, and technical literature for members, students, regulators, and government bodies. • Designing and delivering training programs, certificate courses, and awareness initiatives on financial markets, investment products, and investor protection laws. • Coordinating Investor Awareness Programs (IAPs), grievance redressal camps, and financial literacy sessions in association with SEBI, stock exchanges, and trade bodies.

	• Developing educational content such as handbooks, mobile apps, explainer videos, and digital tools to promote informed investing and financial inclusion. **6. Administrative Support** • Preparing agendas, minutes, action taken reports, and secretarial notes for committees and council meetings. • Handling budgeting, fund management, invoice processing, vendor coordination, and statutory compliance for committees. • Supporting IT initiatives: e-learning platforms, technical portals, mobile apps, knowledge databases, and automation of compliance/reporting. • Conducting examinations, evaluation, centre management, and related administrative functions. • Supporting coordination with regulatory bodies (SEBI, RBI, IRDAI, IFSCA) and stock exchanges for meetings, consultations, and implementation of investor protection initiatives. • Technical (Software): To develop online Tools and Utilities for the Directorate
#Compensation	Pay Level 10 – Basic Pay (56,100 – 1,77,500) Initially approx. Rs. 15.68 lakhs per annum

 # Compensation consists of Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance and National Pension System (NPS). Additionally, Ex. Gratia for academic pursuit, Leave Travel Concession, Gratuity and other benefits as per service conditions are applicable.

B. IMPORTANT DATES:

Events	**Date(s)/Period#**
Start of Online Applications by	18th July 2026
Last date of Submission	31st July 2026
Date of Written Test	16th August 2026

 # Note- ICAI reserves the right to revise, modify or reschedule the date of the Written Test, if considered necessary.

C. GENERAL CONDITIONS

1. ICAI reserves the right to increase/decrease the number of vacancies for the 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.
2. **Only online applications will be accepted**. Applications received by post/by hand/by mail or by any other mode will not be accepted. No correspondence will be entertained in this regard.
3. The applicants must ensure that they fulfil the minimum eligibility criteria for the post applied for before submitting online application form. The online application form shall be filled by the candidate as per the instructions contained therein.
4. If it is found that the candidate has submitted incomplete/ false information or suppressed facts or made misrepresentation in the Application form, his/her candidature is liable to be rejected and in such an event the candidate is liable to be proceeded against by ICAI in accordance with law besides debarring him/her from

applying for future employment in the Institute. All the details given in the online form will be treated as final and no changes will be entertained.

5. All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested not to send the hard copy of their online application Form/ CV's /Certificates to the Institute. The original documents would be required for verification at the time of Interview.
6. All applications must be submitted by the specified timeline. Late submissions will not be considered. The Institute is not responsible for any technical difficulties or delays in submission caused by factors beyond its control.
7. Canvassing in any form will be a disqualification.
8. Mere possession of minimum eligibility criteria does not entitle the candidate to be called for the next stage of recruitment or get selected to the post applied for.
9. The decision of the Institute in all matters relating to the recruitment, selection and posting shall be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
10. The eligible candidates will be allowed to attend Personal Interview after checking of the documents. Candidates may also note that their candidature will remain provisional, even after successful completion of process, till the genuineness of the documents related to Academic Qualification, Experience etc. are verified. For attending the interview travel reimbursement will be reimbursed by the shortest route to the outstation candidates, as per rules of the "ICAI".
11. Candidates must ensure that their email address and mobile number to be registered in their online Application Form are active & in use as relevant/important information/communication will be sent on the registered e-mail address and/or through SMS on registered mobile number only. The email ID / Mobile number should be functional/ active till completion of the recruitment process. The Institute shall not be responsible for any noncommunication/ miscommunication with a candidate in the email address or mobile number given by him/her. ICAI shall not be responsible for any loss of email, due to invalid/wrong email id/ loss in transit etc. No request in this regard will be entertained. Candidates are advised to visit the website of the Institute and also check their registered e-mails regularly for latest updates.
12. Candidate employed in Central/State Government/Public Sector Enterprises/Autonomous bodies, should mandatorily produce the NO OBJECTION CERTIFICATE at the time of Interview failing which they will not be allowed to appear for the Personal Interview.
13. The candidate may be required to provide details regarding criminal cases(s) pending against him/ her, if any. ICAI may also conduct independent verification, inter alia, including verification of police records etc. It reserves the right to deny the appointment in case of receipt of adverse reports of antecedent verification.
14. Mere issuance of Call Letter, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of selection process.
15. The candidates selected shall be on probation for a period of one year which may be extended for non-satisfactory performance.
16. The Institute reserves the right to modify these terms and conditions/ issue corrigendum at any time without prior notice. Please note that any notification/

corrigendum will be published only on the ICAI website, and it is the applicant's responsibility to check the same.

17. Selected candidates will be posted in any of the offices of the Institute across the country as per manpower requirements and liable to be transferred anywhere in India.

18. Application

a) Application Fee -

- An application fee of ₹500 (Rupees Five Hundred only) (Non – refundable), inclusive of all applicable taxes, shall be payable by the candidates at the online portal.
- An application shall be treated as complete only after submission of all required details and successful payment of the application fee. Incomplete applications are liable to be rejected.

b) Documents Upload -

- Candidates must upload all required documents in the prescribed format at the time of submission of the online application. Incomplete form without required information/ illegible documents shall lead to rejection/cancellation of candidature at any stage of the recruitment process, without any further notice.

19. Written Test –

a. Computer Based Test (CBT) -

- For the posts of Executive Officer, the selection process shall include a Computer Based Test (CBT) , for which the syllabus is as given in the **Annexure**.
- The various modalities of the Computer Based Test are as follows:

<table>
<tr><th>S. No.</th><th>Parameter</th><th>Modalities & Marking Scheme</th></tr>
<tr><td>1</td><td>Mode of Examination</td><td>Computer Based Test (CBT)</td></tr>
<tr><td>2</td><td>Medium / Language</td><td>English</td></tr>
<tr><td>3</td><td>Question Paper Type</td><td>Multiple Choice Questions (MCQ) + Descriptive</td></tr>
<tr><td>4</td><td>Sections, Number of questions and Marks in Question Paper</td><td>For Executive Officer
<table>
<tr><th colspan="3">General Section</th></tr>
<tr><td>Part A – Multiple Choice Questions (MCQ)</td><td>30 Questions</td><td>30 Marks</td></tr>
<tr><td>Part B - Descriptive</td><td>02 Questions</td><td>30 Marks</td></tr>
<tr><th colspan="3">Technical Section</th></tr>
<tr><td>Multiple Choice Questions (MCQ)</td><td>90 Questions</td><td>90 Marks</td></tr>
</table></td></tr>
<tr><td>5</td><td>Total Marks</td><td>150</td></tr>
<tr><td>6</td><td>Exam Duration</td><td>150 minutes</td></tr>
<tr><td>7</td><td>Marks
• MCQ (120)
• Descriptive Questions (2)</td><td>
1 mark each
15 marks each</td></tr>
<tr><td>8</td><td>Negative Marking
• MCQ
• Descriptive Questions</td><td>
0.25 marks for each wrong answer
Not Applicable</td></tr>
</table>

b. Centre Allotment -

- For the written examination (CBT), candidates can select their preferred test centre through the online portal**.** The allotment of Examination Centre shall be made solely on the basis of availability of seats and preferences given by the candidate. Decision of the competent authority in this regard shall be binding. No request for change of centre shall be entertained.

- ICAI reserves the right to cancel or add more cities and centres. The computer-based test (CBT) could be shifted to any other city of examination depending upon the administrative feasibility.

c. Selection –

- The final selection will be based on the performance in the written test and interview process.

To apply, click on the link below -

APPLY HERE

ANNEXURE

Syllabus for Computer Based Test (CBT)

Position - Executive Officer (Chartered Accountant)
General Section (Multiple Choice Questions - MCQ + Descriptive) **Part – A (MCQ)** • General Awareness • Logical Reasoning • Quantitative Aptitude • English Language & Comprehension **Part – B (Descriptive)** • Drafting of Official Letters / Memos / Office Notes/Reports
Technical Section (Multiple Choice Questions - MCQ) • Accounting Standards • Advanced Auditing, Assurance and Professional Ethics • Financial Reporting • Corporate and Other Laws • Financial Management and Strategic Management • Direct Tax Laws and International Taxation • Indirect Tax Laws • Information Systems