

CMA Campus Placement Programme 2026

(for CMA qualified candidates of December 2025 Term)

Recruitment of Officers at The Institute of Cost Accountants of India (ICMAI)

Key Details:

Position	Officer
Essential Qualification	ACMA/FCMA
Desirable Qualification	ACS/FCS, ACA/FCA
Minimum Experience	3 years
Maximum Age Limit	25 Years
Initial Place of Posting	Anywhere in India
CTC	Rs.11 - 12 lakhs p.a. approx

Job Description

A. General Functions of the Institute:

Generally, an Officer is responsible for supporting the institute's various Directorates, Committees, Boards, and Administrative functions to execute mandates related to the Committee / Board or Directorates such as Studies, Membership, CAT, Professional Development, Public Relations, Finance, Career Counselling & Placement etc.

B. General Office Operations & Facility Management / Infrastructure / General Administration:

- Overseeing the physical and digital maintenance of department files, records, and archives.
- Managing daily office operations, including diary/dispatch of letters, courier services, and locking/unlocking protocols for secure premises.
- Liaising with vendors for Annual Maintenance Contracts (AMCs), office supplies, and equipment repairs.
- Checking and maintaining the availability of stationery, office supplies, and other required inventories.
- Providing direct administrative assistance to the Head of the Department (HoD) or senior staff or committee members.
- Formatting internal and external communications, including emails, presentations, circulars, and administrative reports.
- Organizing logistical arrangements for committee meetings, seminars, and continuous professional development (CPD) programs.

C. Finance & Accounts:

- Assisting the accounts department in processing vouchers, maintaining petty cash, and checking inter-unit ledgers between the chapters / regional offices and the head office.
- Assisting in processing invoices, proposals, and vendor payments of Head office, Chapters, Regional Offices, or COEs.

- Proper maintenance of Finance records in ERP or Any other system used by the Institute.

D. RC & Chapter Coordination:

- Following up with Regional Offices, Chapters, and internal ICAI departments regarding administrative data, grants, or compliance requirements.

E. PR & Branding:

- Drafting and distributing press releases, backgrounders, and media kits regarding ICAI's new initiatives, policy representations, and exam results.
- Building and maintaining strong relationships with journalists, editors, and media houses (print, electronic, and digital) to ensure positive coverage of ICAI events and announcements.
- Preparing keynote speeches, talking points, and official messages for the President, Vice-President, and other senior Council Members.
- Managing the PR and publicity aspects of major ICAI events, such as the National Cost and Management Accountants Conventions, National Students Convocations and any seminars or programmes.
- Organizing press conferences, media briefings & exclusive interviews for ICAI leadership.
- Planning and executing national campaigns (e.g., Financial Literacy drives, MSME initiatives) and coordinating with advertising and PR agencies.
- Managing ICAI's official social media handles (X/Twitter, LinkedIn, Facebook, YouTube) to ensure brand consistency and high engagement.
- Overseeing the development of promotional materials, including brochures, corporate videos, newsletters and website content.
- Monitoring media coverage and social media trends to preemptively address negative publicity or misinformation regarding the institute or the CMA profession.

F. Studies Department / CAT:

- Curriculum Development & Technical Research: Drafting, reviewing, and updating Syllabus, Study Materials, Preparation of Model Questions Papers and other relevant Study Materials for CMA students.
- Training & Education Coordination: Organizing training courses, including Industry Oriented Training, Skill Enhancements training.....etc to equip the CMA Students with the industry requirements.
- Conference & Workshop Organization: Conducting All India/Regional/Chapter level conferences, one-day seminars, mock tests, and workshops for CMA students.
- Mentorship & Counselling: Organizing student counseling programs, industrial visits, and mentoring sessions to improve the professional skills of CMA students.
- Committee Support: Assisting the Board of Studies in formulating policies related to CMA education and implementing new learning initiatives.
- Exam & Technical Support: Working on the automation of the training process, learning and evaluation.

G. Career Counselling & Placement:

- **Campus Placement Organization:** Planning, organizing, and executing campus placement programs across major cities in India for CMA Students and Members.
- **Employer Relations:** Building and maintaining relationships with top employers, MNCs, and regulatory bodies to facilitate placements for CMAs.
- **Recruitment Management:** Managing the online database of placements, including candidate registration, profile updating, and screening.
- **Career Guidance and Training:** Conducting orientation sessions, pre-placement training, mock interviews, and Management Development Programs (MDPs) to enhance the employability of members.
- **Process Compliance:** Ensuring that the placement process adheres to the guidelines and that participating firms/companies comply with the regulations set by the ICAI.
- **Data Management and Analysis:** Analyzing trends in recruitment, maintaining database records of participating companies and candidates

H. Board of Advanced Studies & Research:

- **Technical Research, Analysis and Development of New Courses:** Conducting in-depth analysis on the recent developments in the areas of Cost & Management Accountancy, Financial Accounting, Auditing, Financial Management, Regulatory Compliance, Technical tools development (software or AI) that are taking place to meet the business needs. Based on the Analysis, Development of new short term certification / diploma courses for the benefit the of CMAs

I. Membership:

- **Registration and Administration:** Maintenance of the Register of Members, processing applications for new membership, and issuing Certificates of Practice (CoP).
- **Life Cycle Management:** Managing renewals, restoring membership, and handling the resignation/removal of names.
- **Member Services:** Issuance of Good Standing Certificates, ID cards, and processing requests for verification.
- **Events:** Organizing convocation ceremonies for newly enrolled members.
- **Grievance Handling:** Addressing queries, feedback, and complaints from members.

J. Professional Development:

- **Knowledge Dissemination:** Publishing booklets, Background Material , and guidance notes on emerging professional areas.
- **Training & CPE Execution:** Organizing seminars, workshops, and webinars to fulfill mandatory Continuing Professional Education (CPE) hours, including checking CPE compliance.
- **Regulatory Liaison:** Interacting with regulators and statutory bodies such as CBDT, CBIC, RBI, SEBI, and IRDA for auditing and professional opportunities.

K. Journal & Publications:

- **Inviting and curating articles, research papers, and case studies from subject matter experts, academicians, and practicing CMAs.**

- Reviewing content for clarity, grammatical accuracy, and adherence to the institute's editorial guidelines. Ensuring the tone is appropriate for a premier professional accounting body.
- Planning the editorial calendar and thematic focus for upcoming journal issues (e.g., special editions on the Union Budget, GST updates, or AI in auditing).
- Verifying the technical accuracy of articles related to Ind AS, Standards on Auditing (SAs), Cost Accounting Standards, Cost Auditing & Assurance Standards, Direct/Indirect Taxes, and Corporate governance.
- Drafting the "Journal Highlights," regulatory updates, and circular summaries to keep members informed about the latest statutory changes.
- Overseeing the end-to-end publication process, from the first draft to the final print and digital upload (flipbook and PDF versions).
- Coordinating with graphic designers, printing presses, and logistics partners to ensure high-quality layout and timely dispatch of the physical magazines to over 1 lakh members.
- Ensuring all published material is original, checking for plagiarism, and managing copyright permissions and author declarations.

L. General:

- To provide technical and administrative support to the Department/Committee Organizing meetings for the Board, Committees, recording minutes, and executing their strategic decisions regarding the development of the Institute and CMA Profession.

The job description mentioned is only indicative, it may vary based on the requirement of the Department or Board and location.