



Indian Institute of Insolvency Professionals of ICAI

(Company formed by ICAI as per Section 8 of the Companies Act 2013)

The Indian Institute of Insolvency Professionals (IIIP) of ICAI is a Section 8 Company formed by the Institute of Chartered Accountants of India to enrol and regulate insolvency professionals as its members in accordance with the Insolvency and Bankruptcy Code 2016.

IIIP invites **online** applications from competent professionals for the following positions on contract basis:

Managing Director

| | |
|----------------------------|--|
| Qualification & Experience | <ul style="list-style-type: none">• A professional, preferably Chartered Accountant, with at least 15-25 years of post-qualification working experience in any Statutory/Regulatory/Professional Body/PSU/Industry. A degree in Law/MBA shall be an added advantage• Those working in Financial Services Sector should possess minimum 10 years of experience in CXO assignments with exposure to regulatory/monitoring/disciplinary functions |
| Skill Sets required | <ul style="list-style-type: none">• Sound knowledge of Insolvency and Bankruptcy Code, 2016,• Experience as an RP/LP or COC Member preferred• Good interpersonal skills• Effective written and verbal communication skills |
| Job Profile | <ul style="list-style-type: none">• To act in accordance with the Articles and Memorandum of Association of the Company for furtherance of objectives of IIIP• Ensure compliance with the Insolvency & Bankruptcy Code and other applicable rules and regulations of IBBI• Liaise with the Governing Board to make decisions regarding operational activities and set strategic goals• Plan and monitor the day-to-day business to ensure smooth progress• To promote professional development of Insolvency professionals by organising Capacity Building Programs, publishing of Professional Publications, Educational materials and conducting training & skill development programs• Ensure that all statutory requirements of the organisation are met• To handle other tasks as assigned by the Governing Body or IBBI from time to time. |
| Administrative | <ul style="list-style-type: none">• To oversee all administrative tasks performed in the Company |
| Compliance | <ul style="list-style-type: none">• Ensure compliance with the Companies Act, 2013, Income Tax Act 1961, and all other statutory compliance and regulation |
| Age | <ul style="list-style-type: none">• 50 – 55 Years. This may be relaxed to 60 years in exceptional cases. |
| Nature of Employment | <ul style="list-style-type: none">• On Contract basis for a period of three years |
| Annual CTC | <ul style="list-style-type: none">• Rs. 36 Lakhs approx. |

[Download Application Form](#)

Deputy Director Inspection

| | |
|----------------------------|---|
| Qualification & Experience | <ul style="list-style-type: none">• A Chartered Accountant with at least 10-15 years of post-qualification working experience in Internal/External Audits, Management Audits in the Financial Service Sector, Regulatory and Compliance Audits, Systems and Process Audits, Monitoring and Investigations, Processing of Inspection reports.• Preference will be given to candidates possessing Audit qualification in IT/Systems, CIMA/CPA/CIA/CFE or equivalent |
| Skill Sets required | <ul style="list-style-type: none">• Sound knowledge of Accounting Standards• Good interpersonal skills• Effective written and verbal communication skills |
| Job Profile | <ul style="list-style-type: none">• To prepare and update the Inspection policy and Manual of IIIP on regular basis• To coordinate with IBBI and other IPAs for developing a common approach and assessment/rating model for the inspection• To conduct Inspections/Investigations, as directed• To prepare a report of the Inspection/Investigation(s) as per the Inspection Policy and submit the same to the Managing Director• To handle other tasks as assigned by the Managing Director time to time. |
| Administrative | <ul style="list-style-type: none">• To oversee all administrative and operational functions performed in the Department |
| Compliance | <ul style="list-style-type: none">• To verify compliance of provisions of the Code, rules, regulations, guidelines and directions issued by the Board in undertaking Inspections/Investigations |
| Age | <ul style="list-style-type: none">• 40 – 45 Years |
| Nature of Employment | <ul style="list-style-type: none">• On Contract basis for a period of three years |
| Annual CTC | <ul style="list-style-type: none">• Rs. 20 lakhs approx. |

[Download Application Form](#)

Deputy Director: Legal Services

Qualification & Experience

- LLB/LLM/CA with extensive legal experience preferably specialisation in Corporate/ International/ Insolvency & Bankruptcy Law having at least 10-15 years of experience as a senior faculty or Head of the law department of any reputed industrial/business/academic Institution
- Preference will be given to candidates with extensive knowledge of Legal issues relating to Stressed Assets and IBC, practical experience as a legal support for IPs/IPEs, handling RTI, advising on Legal Aspects of Grievances/Complaints resolution and handling Disciplinary/Appellate functions.

Skill Sets required

- In-depth knowledge of applicable laws
- Effective Managerial Skills
- Proficient in application of general laws
- Experience in interpreting legislation into practical application
- Avid Communicator with an ability to persuade
- Excellent written and oral communication skills, presentation and negotiation skills

Job Profile

- To prepare and update corporate legal strategy to promote and protect IIPI's interests
- To maintain proper interaction with relevant State/Union Govt. Bodies
- To suggest and advise the Governing Board, Managing Director and other senior officers on relevant issues including matters relating to Disciplinary Proceedings, Grievance redressal, etc.
- To contribute in the formulation of General Management Policy as a member of the executive management team
- To carry out research in legal areas impacting on various issues of Insolvency & Bankruptcy as per Indian and Cross-Border requirements
- To ensure that legal documents are drafted reviewed and interpreted as per applicable laws
- To ensure that all legal opinions and advice commissioned are stored in the legal advice database
- To promote publication in the area of IBC in Indian and abroad by way of research papers and case studies, presentation of research papers in conference of repute, contributions in the name of IIP in reputed journals, consultancy assignment etc.
- To collaborate with key stakeholders and other ancillary operators of the Insolvency Process for developing subject jurisprudence
- Keep Board and Management updated with all developments in IBC and related areas

Administrative

- To oversee all administrative tasks performed in the Department

Compliance

- To ensure all statutory compliances/obligations To develop and monitor appropriate quality assurance mechanisms for various tasks undertaken by the Department

Age

- 40 – 45 Years

Nature of Employment

- On Contract basis for a period of three years

Annual CTC

- Rs. 20 lakhs approx.

[Download Application Form](#)

Executive Officer (Information Technology)

| | |
|----------------------------|--|
| Qualification & Experience | <ul style="list-style-type: none">• M.Tech/B.Tech or equivalent with specialisation in Computer Science/Information Technology from a recognised University/Institute along with 7-10 years of experience in a Company's IT function, dealing with vendors, administering data base, preparing and implementing a Disaster Management Plan, generating MIS, etc, |
| Skill Sets required | <ul style="list-style-type: none">• Must have knowledge of Software Development and Coding• Experienced Data Base Administrator• Effective Administrative and Communication Skills |
| Job Profile | <ul style="list-style-type: none">• To define and implement standards, policies, procedures and systems for IT• To develop and monitor department budgets and forecasts• To ensure uninterrupted and smooth IT operations• To review, analyse and modify the programming system including encoding, testing and debugging to support an organisation's IT applications• To design and develop application tables, reports and new modules to improve system efficiency• To evaluate Microsoft technologies and make recommendations and decision on development methodologies and product architecture• To update consistent and accurate documentation on all amendments under Insolvency and Bankruptcy Code, 2016• To procure, negotiate, manage contracts for effective IT services |
| Administrative | <ul style="list-style-type: none">• To oversee all administrative tasks performed in the Department |
| Compliance | <ul style="list-style-type: none">• To ensure all statutory compliances/obligations• To develop and monitor appropriate quality assurance mechanisms for various tasks undertaken by the Department |
| Age | <ul style="list-style-type: none">• 30 – 35 Years |
| Nature of Employment | <ul style="list-style-type: none">• On Contract basis for a period of three years |
| Annual CTC | <ul style="list-style-type: none">• Rs. 10 lakhs approx. |

[Download Application Form](#)

Executive Officer (Research & Publications)

| | |
|----------------------------|--|
| Qualification & Experience | <ul style="list-style-type: none">• CA or MA in Economics/Statistics with published research work preferably with Doctorate from a recognised University/Institute along with 7-10 years of experience as a Member Editorial Board of a professional journal, teaching, guiding, research activity, sourcing articles, analysis of trends for reports & papers, policy review, validation and recommendations etc., |
| Skill Sets required | <ul style="list-style-type: none">• Strong written and oral communication skills• Ability to improve the quality of publication• familiar with statistical designs/methods• Effective technical skills• Should effectively analyse Statistical and Graphical Data |
| Job Profile | <ul style="list-style-type: none">• To nurture, inculcate and develop a vibrant research culture in functional areas viz. Global Insolvency Laws & Practice, Accounting, Finance, Marketing, OB, HR, CSR, IT, Economics, International Business etc• To promote research in all spheres viz., action research, applied research and industry focused research• To facilitate intellectual contributions both in national and international academic forum• To promote publications of research papers and case studies into national/international journals, presentation of research papers in conference of repute, contribution of chapters in books invited as referees and editors of reputed journals etc• To ensure effective dissemination of research output amongst our key stakeholders namely Insolvency professionals, Regulators, Government Bodies, Academic Community, Student and Industry, Senior/Middle/Junior working executives of Bank and other ancillary operators of the Insolvency process.• To facilitate Continuous Professional Education & Research and organise effective Faculty Development Programs• To ensure effective dissemination of research output amongst key stakeholders |
| Administrative | <ul style="list-style-type: none">• To develop a research culture and to work out a research agenda for implementation of the same• To identify experts at national level who may be invited to write papers and carry out research on topics, as identified in the research agenda• To integrate research outputs with the learning process, using publications, newsletters and dedicated magazines, as appropriate |
| Compliance | <ul style="list-style-type: none">• To ensure all statutory compliances/obligations• To develop and monitor appropriate quality assurance mechanisms for various tasks undertaken by the Department |
| Age | <ul style="list-style-type: none">• 30 – 35 Years |
| Nature of Employment | <ul style="list-style-type: none">• On Contract basis for a period of three years |
| Annual CTC | <ul style="list-style-type: none">• Rs. 10 lakhs approx. |

[Download Application Form](#)

| Support Officers (General): TWO | |
|---|--|
| Qualifications & Experience Age | <ul style="list-style-type: none"> CA/LLB/MBA, preferably with a background in data analysis, monitoring, administration/HR, internal audit, compliance, etc. with at least 5-7 years' experience in an establishment engaged in providing Management, Legal or Financial services, etc. 25-30 years |
| Skill Sets required | <ul style="list-style-type: none"> Dealing with Banks, Regulatory Authorities, Auditors, Analyzing Data, follow-up, handling correspondence, organizing seminars, trainings, conferences, etc. |
| Job Profile | <ul style="list-style-type: none"> Provide support to departmental heads for an efficient discharge of their respective functions. Manage the Admin/HR functions, including drafting policies and implementing appropriate systems and processes for improving office and staff efficiency. Developing appropriate MIS to facilitate decisions Follow-up on assigned issues till closure, etc. |
| Administrative | <ul style="list-style-type: none"> Maintenance of Leave and other Staff records Accounts administration, including reconciliation, reporting of discretionary expenditure, financial approvals and maintenance of records, etc. |
| Compliance | <ul style="list-style-type: none"> To ensure all statutory compliance/obligations |
| Annual CTC | <ul style="list-style-type: none"> Rs. 8 lakhs pa. |
| Download Application Form | |

Eligible persons desirous of taking up any of the assignments should indicate the position applied for and submit their **online** applications on the given format to:

Chief Executive Officer,
Indian Institute of Insolvency Professionals of ICAI,
e-Mail: ip_recruitment@icai.in

Last Date for Submission: July 10, 2019.