

ICMAI Management Accounting Research Foundation

Promoted by



**REGISTERED OFFICE: “CMA Bhawan” 3, Institutional Area, Lodi Road,
New Delhi**

Date: November 14, 2024

Subject: Invitation of Applications for Training Officer in ICMAI MARF, New Delhi

ICMAI Management Accounting Research Foundation [ICMAI MARF] is a Section 8 Company under the Companies Act 2013, 100% subsidiary of **The Institute of Cost Accountants of India (ICMAI)**, a Statutory Body set up under an Act of Parliament to develop and regulate the profession of Cost & Management Accountancy in the country. ICMAI MARF is a non-profit organization to undertake basic and applied research in cost & management accounting systems such as ABC, PBC, kaizen costing, marginal costing, life cycle costing, benchmarking, auditing, cost-benefit analysis, corporate valuation, strategic financial planning, business restructuring, enterprise governance, effective regulatory landscape, cost management, product pricing, risk based internal audit, corporate social responsibility, and other related disciplines. Many public and private sector companies have been benefitted with the consultancy and advisory services rendered by ICMAI MARF in the past.

ICMAI MARF also conducts Residential, Non-Residential and Customized Training Programs & Management Development Programs (MDPs) across the country and abroad on various issues/subjects of contemporary importance for the Senior Executives of Government Departments/ Organizations, Public & Private Sector Companies, Banking & Insurance Companies, Financial Institutions, Multinationals, and Regulatory bodies. The programs are delivered, both online & offline, to build and improve the skill set of human resources. It has conducted several Tailor-made Programs, and Self-Run Management Development Programs for PSUs and Private Sector employees. Clientele includes Ministry of Finance, Department of Expenditure, Department of Public Enterprises (DPE), MCD, and other Ministries/Government Department and various PSUs few of the names are ONGC, Indian Oil Ltd, Oil India Ltd, BHEL, GAIL, NHPC, DMRC, Indian Optel Ltd, Yantra India Ltd, Gliders India Ltd,

Coal India Ltd, Mahanadi Coalfield Ltd, IFFCO, AAI, RITES, Rail Tel, DFCCIL, ODIB, NFL, EdCIL India Ltd, Containers Corporation of India Ltd, CWC etc.

Applications for **Training Officer in ICMAI MARF, New Delhi** are invited from candidates who are graduates and have minimum two years' relevant experience of conducting and organizing Training Programs for Corporates and in-house etc.

1. Name of the Position: Training Officer, ICMAI MARF, New Delhi.

2. Qualification & Experience: Graduate in any discipline. Candidates having additional qualifications and experience in conducting/ organizing training programs will be given preference.

3. Job Responsibilities:

- Liaising with the clients for various types of training and Management Development Programs (MDPs).
- Taking up and arranging the faculty members for various types of Training Programs/ MDPs.
- Plan, create, and organize the different training programs across India and Abroad (including webinars, online training program/MDPs, customized training programs for organizations.
- Take the feedback on various programs organized and analyze the feedback from them to identify areas for improvement and implement relevant changes in the programs.

Requirements and skills

- Excellent verbal and written communication skills.
- Demonstrable experience as a training officer to handle team of senior officers as participants.
- Knowledge of conducting & organizing various types of training programs.

4. Period of Engagement: Two YEARS, which may be extended based on the performance and requirements in the Company.

5. Contractual Engagement: This post is purely on contractual basis for a period of 2 years.

6. Age: Age limit is 62 years as on date of invitation of the applications. Recently retired personnel are eligible to apply.

7. Remuneration: Consolidated remuneration will be upto Rs. 50,000/- (Rupees Fifty thousand only) per month which shall be decided based on the qualifications & experience of the candidate. Applicable statutory deductions will be made from the remuneration. After one year, based on performance, the remuneration may be increased upto 10%.

- 8. Reimbursement of Expenses:** Local Conveyance for outside duties and TA/DA for Official Tour to outstation locations will be reimbursed as per the rules of the Company.
- 9. Working Hours:** 9.30AM to 6.00PM (5 days working), Saturday & Sunday Off. Gazette Holidays as per the Institute of Cost Accountants of India Rules.
- 10. Place of Duty:** CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi- 110003. However, as per the job requirements, the candidate should be willing to travel anywhere in India and abroad.

Please send your Curriculum Vitae (CV) with complete details including relevant qualifications and experience on mdp@icmaimarf.in with copy to ceo@icmaimarf.in, latest by 30th November 2025.

(CMA J.K. Budhiraja)
CEO, ICMAI MARF