



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

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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 applications for the Position of Branch In-Charge for its various branches of Regional Councils under the Branch Human Resource Scheme 2022.

Position	BRANCH IN-CHARGE
Skill Sets	<ul style="list-style-type: none">• Strong communication and interpersonal skills with proficiency in spoken and written English.• Proficiency in MS Office and other relevant computer applications.• Effective managerial, administrative, and organizational abilities.• Strong relationship management and conflict resolution skills.
Job Profile	<ul style="list-style-type: none">• Oversee and manage the overall administrative and operational functioning of the Branch.• Coordinate with the Management Committee and stakeholders to ensure efficient workflow and timely execution of Branch activities.• Liaise with internal and external stakeholders to address queries, resolve concerns, and maintain effective stakeholder engagement.• Handle and resolve grievances of ICAI Members and Students associated with the Branch.• Ensure compliance with policies, guidelines, and procedures issued by the Head Office.• Lead, supervise, and motivate Branch staff through effective work allocation, training, performance monitoring, and team development.• Ensure optimum utilization of Branch resources and budgets to achieve organizational objectives efficiently.• Maintain accurate records, documentation, reports, and presentations related to Branch operations and performance.• Monitor Branch performance and recommend measures for operational improvement and enhanced service delivery.• Undertake any other responsibilities assigned by the competent authority from time to time.
Qualification	Graduate from a recognized University.
Age Limit	Between 27 and 40 years as on 30.06.2026

Region-wise Vacancies

Region	Branch Category						Region-wise Total
	I	II	III	IV	V	VI	
Central India Regional Council (CIRC)	1	0	2	6	14	19	42
Eastern India Regional Council (EIRC)	0	0	0	0	1	6	7
Northern India Regional Council (NIRC)	1	0	2	3	8	6	20
Southern India Regional Council (SIRC)	2	0	0	3	12	12	29
Western India Regional Council (WIRC)	2	1	4	3	7	14	31
TOTAL	6	1	8	15	42	57	129

Candidates may apply for one region & give three preferences for branch locations irrespective of the Branch Category (See List in Annexure)

Experience Required & Compensation Offered	Branch Category	Minimum Post-Qualification Experience	Compensation Offered (Approx.)
	Category-I Branches	Minimum 5 years of work experience	Rs. 7.45 lakhs per annum
	Category-II Branches	Minimum 5 years of work experience	Rs. 6.33 lakhs per annum
	Category-III Branches	Minimum 5 years of work experience	Rs. 5.59 lakhs per annum
	Category-IV Branches	Minimum 3 years of work experience	Rs. 4.84 lakhs per annum
	Category-V & VI Branches	Minimum 3 years of work experience	Rs. 4.10 lakhs per annum

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

The Branch Categories are in accordance with the BHRS-2022 based on the member strength of each branch.

A. IMPORTANT DATES:

Events	Date(s)/Period#
Start of Online Applications by	3 rd July 2026
Last date of Submission	19 th July 2026

Note- ICAI reserves the right to make any changes in these date(s)/period.

B. GENERAL CONDITIONS

1. ICAI 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.
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. Candidates should fulfil the minimum eligibility criteria as per prescribed age and post – qualification experience as on 30th June 2026.
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. 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.
11. 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.
12. 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.
13. Mere issuance of Call Letter, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of selection process.
14. The candidates selected shall be on probation for a period of one year which may be extended for non-satisfactory performance.
15. 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.
16. The selected candidates shall be liable to be posted at any Branch at the discretion of the Institute irrespective of the preference(s) given by the candidates while applying.
17. Applicants are permitted to apply for branches of one region only i.e., Southern India Regional Council (SIRC) or Central India Regional Council (CIRC) or Western India Regional Council (WIRC) or Eastern India Regional Council (EIRC) or Northern India Regional Council (NIRC), giving upto three preferred branch locations within the region applied for. Multiple/duplicate applications may lead to disqualification.
18. The educational qualifications / credentials submitted by the shortlisted candidates for appointment shall be verified from the respective University or the Board or Institute or Organisation.

19. Work Experience

- The work experience shall be on **full time basis** and only post-qualification experience will be considered.
- Part-time or freelancing work will not be counted towards the required number of years of experience. Articleship / Internship / Training experience which is part of the requirements of attaining any qualification is not counted towards years of work experience.

20. Academic Qualification

Educational qualifications mentioned should be from a University/Deemed University/Institution recognized by AICTE/UGC/ appropriate statutory authority.

21. Application

- An application fee of ₹250 (Rupees Two Hundred & Fifty 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.

22. 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 or illegible documents shall lead to rejection/cancellation of candidature at any stage of the recruitment process, without any further notice.

23. Written Test -

a. Computer Based Test (CBT) -

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

S. No.	Parameter	Modalities & Marking Scheme
1	Mode of Examination	Computer Based Test (CBT)
2	Medium / Language	English
3	Question Paper Type	Multiple Choice Questions (MCQ) + Descriptive
4	Total Marks	425
5	Exam Duration	180 minutes

- The minimum qualifying marks for the CBT are 170. Candidates found successful in written test will be called for Interview, provided they meet the eligibility criteria after initial scrutiny.

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 the 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.

24. Interview

- The minimum qualifying marks for the Interview are 30. In respect of the Candidates found successful in Interview, the marks obtained in the Interview will be added to the marks obtained in the CBT and final merit list will be prepared.
- Before the appearance of the candidates in the interview, the Institute shall verify the submitted copies of the documents / educational certificates with the original certificates / documents. In case, the copies are not found in order, such candidate will not be permitted for Interview and his candidature shall stand rejected.
- No T.A./D.A. will be paid by ICAI for attending the Interview.

25. Selection

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

To apply, click on the link below -



ANNEXURES

1. Syllabus for Computer Based Test (CBT)

Post	Module Name	Number of Questions	Total Marks	Time Duration
Branch Incharge	English Comprehension	25	100	3 Hours
	E- Mail Writing	02	50	
	Intermediate Level MS Excel	20	80	
	Intermediate Level MS Word	18	72	
	General Awareness	12	48	
	Basic Accounting	30	75	
	Total		107	

2. List of Branch Locations

Branches of Central India Regional Council (CIRC)

Sr. No.	Region	Branch Names
1	CIRC	BHAGALPUR [Category- VI]
2	CIRC	DARBHANGA [Category- VI]
3	CIRC	BILASPUR [Category- VI]
4	CIRC	KORBA [Category- VI]
5	CIRC	RAIGARH [Category- VI]
6	CIRC	RAIPUR [Category- IV]
7	CIRC	JAMSHEDPUR [Category- V]
8	CIRC	GWALIOR [Category- V]
9	CIRC	SATNA [Category- VI]
10	CIRC	BEAWAR [Category- V]
11	CIRC	BHARATPUR [Category- VI]
12	CIRC	BHILAI [Category- V]
13	CIRC	BHIWADI [Category- VI]
14	CIRC	CHITTOGARH [Category- V]
15	CIRC	CHURU [Category- VI]
16	CIRC	HANUMANGARH [Category- VI]
17	CIRC	JAIPUR [Category- I]
18	CIRC	JHUNJHUNU [Category- V]
19	CIRC	JODHPUR [Category- IV]
20	CIRC	KISHANGARH [Category- V]
21	CIRC	NAGAU [Category- VI]
22	CIRC	NEEMUCH [Category- VI]
23	CIRC	SIKAR [Category- V]
24	CIRC	SRIGANGANAGAR [Category- VI]
25	CIRC	TONK [Category- VI]
26	CIRC	UDAIPUR [Category- IV]
27	CIRC	ALIGARH [Category- VI]
28	CIRC	BAREILLY [Category- V]
29	CIRC	BULANDSHAHR [Category- VI]
30	CIRC	GAUTAM BUDH NAGAR [Category- III]
31	CIRC	GHAZIABAD [Category- III]
32	CIRC	GORAKHPUR [Category- V]

33	CIRC	JHANSI [Category- VI]
34	CIRC	LUCKNOW [Category- IV]
35	CIRC	MATHURA [Category- V]
36	CIRC	MEERUT [Category- IV]
37	CIRC	MORADABAD [Category- V]
38	CIRC	MUZAFFARNAGAR [Category- V]
39	CIRC	SAHARANPUR [Category- VI]
40	CIRC	VARANASI [Category- V]
41	CIRC	DEHRADUN [Category- IV]
42	CIRC	HALDWANI [Category- VI]

Branches of Eastern India Regional Council (EIRC)

Sr. No.	Region	Branch Names
1	EIRC	DIBRUGARH [Category- VI]
2	EIRC	TINSUKIA [Category- VI]
3	EIRC	BRAHMAPUR [Category- VI]
4	EIRC	JHARSUGUDA [Category- VI]
5	EIRC	DURGAPUR [Category- VI]
6	EIRC	RANIGANJ [Category- VI]
7	EIRC	SILIGURI [Category- V]

Branches of Northern India Regional Council (NIRC)

Sr. No.	Region	Branch Names
1	NIRC	CHANDIGARH [Category- III]
2	NIRC	AMBALA [Category- V]
3	NIRC	BAHADURGARH [Category- VI]
4	NIRC	BHIWANI [Category- V]
5	NIRC	FARIDABAD [Category- III]
6	NIRC	GURUGRAM [Category- I]
7	NIRC	KAITHAL [Category- VI]
8	NIRC	KARNAL [Category- V]
9	NIRC	REWARI [Category- VI]
10	NIRC	ROHTAK [Category- V]
11	NIRC	SIRSA [Category- VI]
12	NIRC	YAMUNANAGAR [Category- VI]
13	NIRC	HIMACHAL PRADESH [Category- V] (at SHIMLA)
14	NIRC	JAMMU AND KASHMIR [Category- V] (at JAMMU)
15	NIRC	BHATINDA [Category- IV]
16	NIRC	JALANDHAR [Category- IV]
17	NIRC	LUDHIANA [Category- IV]
18	NIRC	MANDI GOBINDGARH [Category- VI]
19	NIRC	PATIALA [Category- V]
20	NIRC	SANGRUR [Category- V]

Branches of Southern India Regional Council (SIRC)

Sr. No.	Region	Branch Names
1	SIRC	ANANTAPUR [Category- V]
2	SIRC	KADAPA [Category- V]
3	SIRC	KAKINADA [Category- V]
4	SIRC	KURNOOL [Category- V]
5	SIRC	ONGOLE [Category- V]
6	SIRC	VISAKHAPATNAM [Category- IV]
7	SIRC	VIZIANAGARAM [Category- VI]
8	SIRC	BALLARI [Category- VI]
9	SIRC	BELAGAVI [Category- VI]
10	SIRC	BENGALURU [Category- I]
11	SIRC	HUBBALLI [Category- VI]
12	SIRC	KALABURAGI [Category- VI]
13	SIRC	UDUPI [Category- V]
14	SIRC	KANNUR [Category- V]
15	SIRC	KOLLAM [Category- VI]
16	SIRC	KOTTAYAM [Category- V]
17	SIRC	THIRUVANANTHAPURAM [Category- IV]
18	SIRC	PUDUCHERRY [Category- VI]
19	SIRC	CHENGALPATTU [Category- IV]
20	SIRC	MADURAI [Category- V]
21	SIRC	SALEM [Category- V]
22	SIRC	THOOTHUKUDI [Category- VI]
23	SIRC	TIRUCHIRAPALLI [Category- V]
24	SIRC	TIRUNELVELI [Category- VI]
25	SIRC	TIRUPUR [Category- V]
26	SIRC	VELLORE [Category- VI]
27	SIRC	HYDERABAD [Category- I]
28	SIRC	KHAMMAM [Category- VI]
29	SIRC	NIZAMABAD [Category- VI]

Branches of Western India Regional Council (WIRC)

Sr. No.	Region	Branch Names
1	WIRC	AHMEDABAD [Category- I]
2	WIRC	ANAND [Category- VI]
3	WIRC	BHARUCH [Category- VI]
4	WIRC	BHAVNAGAR [Category- V]
5	WIRC	BHUJ [Category- VI]
6	WIRC	GANDHIDHAM [Category- V]
7	WIRC	GANDHINAGAR [Category- V]
8	WIRC	NAVSARI [Category- VI]
9	WIRC	RAJKOT [Category- IV]
10	WIRC	VAPI [Category- V]
11	WIRC	AKOLA [Category- V]
12	WIRC	AMRAVATI [Category- V]
13	WIRC	CHHATRAPATI SAMBHAJINAGAR [Category- IV]
14	WIRC	DHULE [Category- VI]

15	WIRC	GONDIA [Category- VI]
16	WIRC	ICHALKARANJI [Category- VI]
17	WIRC	JALGAON [Category- V]
18	WIRC	KALYAN DOMBIVLI [Category- III]
19	WIRC	LATUR [Category- VI]
20	WIRC	MORBI [Category- VI]
21	WIRC	NAGPUR [Category- III]
22	WIRC	NANDED [Category- VI]
23	WIRC	NASHIK [Category- IV]
24	WIRC	NAVI MUMBAI [Category- III]
25	WIRC	PIMPRI CHINCHWAD [Category- III]
26	WIRC	PUNE [Category- I]
27	WIRC	RATNAGIRI [Category- VI]
28	WIRC	SANGLI [Category- VI]
29	WIRC	SATARA [Category- VI]
30	WIRC	SOLAPUR [Category- VI]
31	WIRC	THANE [Category- II]