ICMAI Management Accounting Research Foundation

Promoted by

ICMAI
भारतीय लागत लेखाकार संस्थान
THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
Statutory Body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

REGISTERED OFFICE: "CMA Bhawan" 3, Institutional Area, Lodi Road, New Delhi

Date: November 16, 2026

Subject: Invitation of Applications for Manager (Training) in ICMAI MARF, New Delhi/ Noida

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 benefited 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 Residential and Training 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 Manager (Training) in ICMAI MARF, New Delhi are invited from candidates who are graduates and have minimum two years' relevant experience in Corporate of conducting and organizing Management Development Programs/ Training Programs for Corporate and in-house etc.

1. **Name of the Position: Manager (Training), ICMAI MARF, New Delhi/ Noida.**
2. **Qualification & Experience:** Graduate in any discipline. Candidates having additional qualifications such as CMA & CS and experience in conducting/ organizing training programs will be given preference.
3. **Job Responsibilities:**

- Planning and to organize the different training programs across India and Abroad (*including webinars, online training program/MDPs, customized training programs for organizations*).
- Liaisoning and arrangements with identified Hotels for conducting Residential Management Development Programs (MDPs), and other training programs awarded by the clients. This involves getting rates from available empanelled hotels where the program to be conducted to work out L-1 rates of the concerned Hotel/ venue, booking & making arrangements at shortlisted hotel and other arrangement to conduct the Programs successfully.
- Liaisoning with the clients for soliciting nominations for the MDPs as per the Calander of Programs of MARF and other training programs being awarded to MARF by PSUs, Governmental Bodies etc.
- The candidate shall be willing to travel to venues whereat residential MDP are conducted for the duration of programs. As per the calendar of the Programs, there may be two visits in a month.
- Sending Invoices after completion of the programs and follow up for outstanding payments, GST TDS etc. with the organizations nominating the candidates for programs.
- Coordinating and arranging the faculty members for various types of Training Programs/ MDPs and arrange the settlement of their payments.
- Taking 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 Manager (Training) to handle team of senior officers as participants.
- Knowledge and Skill of conducting & organizing various types of training programs.

4. **Period of Engagement: 11 months.** The engagement may be extended up to three more times (11 months each), with a 10% increase on the remuneration drawn, subject to performance and the Company's requirements.
5. **Contractual Engagement:** This post is purely on contractual basis.
6. **Age:** Minimum age 28 years and maximum age 58 years as on date 01.12.2026.
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.
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 6:00 PM (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 or at Noida Office. However, as per the job requirements, the candidate shall be willing to travel anywhere in India and abroad.

Please send your Curriculum Vitae (CV) with complete details including relevant qualifications and experience in the **prescribed "Application Format"** given below, on email id mdp@icmaimarf.in with copy to ceo@icmaimarf.in, latest by 30th November 2026.

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

Affix Recent Photo

APPLICATION FORMAT

Application for Manager (Training) in ICMAI MARF

1	Name in Full (in Block Letters)	
2	Father's Name	
3	Date of Birth/Age in Years as on 1.12.2026	
4	Contact Number	
5	E-Mail id	
6	Qualifications (Academic & Professional)	
7	IT Related Qualifications	
8	Total Experience in Years as on 1.12.2026	
9	Job Positions held in various Companies with Date & Year	
10	Brief details of Key Experience Areas	Attach separate sheet giving complete details: Date of Joining & Leaving or continuing, Experience gained in the organisations, achievement etc.
11	Brief details of Training and Management Development Programs (MDPs) related experience	Attach separate sheet giving complete details
12	Brief details IT experience such MS Office & other IT applications	
13	Cities/ Locations visited as Training Officer/ Manager	
14	(a) Are you willing to travel frequently to any place / location of Training/ MDP	
	(b) Do you have any problem in travelling frequently	
15	Residential and Correspondence Address along with PIN Code No.	

Verification

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

Place : _____

Date : _____

Signature of the Candidate
(Name of candidate)