

ICMAI Management Accounting Research Foundation

Promoted by



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

Date: February 24, 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 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 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:

- Plan, create, and organize the different training programs across India and Abroad (including webinars, online training program/MDPs, customized training programs for organizations).
- Liaison and arrangements with 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 Program successfully.
- Liaising 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 residential MDP venue for the duration of program. As per the calendar of the Programs, there may two visits in a month need to be undertaken.
- Sending Invoices after the programs and follow up for outstanding payments, GST TDS etc.
- Taking up and arranging the faculty members for various types of Training Programs/ MDPs and settlement of their payments.
- 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 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, which may be extended for 3 more times (11 months each) based on the performance and requirements in the Company.
 5. **Contractual Engagement:** This post is purely on contractual basis.
 6. **Age:** Minimum age 25 years Age and maximum 58 years as on date of invitation of the applications.
 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 11 months of contract, based on performance and requirement in the Company, the remuneration may be increased upto 10% of existing 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 should 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@icmairf.in with copy to ceo@icmairf.in, latest by 10th March 2026.

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

FORMAT

Application for Manager (Training) in ICMAI MARF

**Affix Recent
Photo**

1	Name in Full (in Block Letters)	
2	Father's Name	
3	Date of Birth/Age in Years	
4	Contact Number	
5	E-Mail id	
6	Qualifications (Academic & Professional)	
7	IT Related Qualifications	
8	Total Experience in Years	
9	Job Positions held in various Companies with Date & Year	
10	Brief details of Key Experience Areas	
11	Brief details of Training and Management Development Programs (MDPs) related experience	
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	

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)**