



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)



Vision

"To be a global leader in promoting good corporate governance"

Motto

सत्यं वद। धर्मं चर। इष्टं कुरु त्वात्के। बोधते तु ते।
इष्टं कुरु त्वात्के। बोधते तु ते।

Mission

"To develop high calibre professionals facilitating good corporate governance"

Engagement of Consultants on Contract basis at ICSI, New Delhi

The Institute of Company Secretaries of India (ICSI) is a statutory body set up under an Act of Parliament, the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries in India. The ICSI invites applications for the following post on contractual basis:-

S. No	Name of Vacancy	Number of Vacancies (Approx.)	PLACE OF POSTING	Location	Qualification
1.	Consultant (on contract)	02	Dte. of Perspective Planning & Financial Services	New Delhi	Associate Member of the Institute of Company Secretaries of India
2.		02	Dte. of Sustainability & Governance		
3.		02	Dte. of Company Law		

Experience: Post Qualification Experience more than 2 years

Remuneration (consolidated): Rs. 50,000/- per month

Maximum Age: 40 years (As on 01.07.2023)

PERIOD OF CONTRACT: The tenure for the position will be initially for a period of one year. The period of contract may be extended every year up to a maximum period of two more years based on the performance and the requirement.

The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the post mentioned above is 01.07.2023.

Interested candidates must **apply only through electronic application form (Online)** by clicking on following hyperlink:

Apply on: [ICSI Placement Portal \(https://placement.icsi.edu/\)](https://placement.icsi.edu/)

The link shall be active from **07.08.2023 to 22.08.2023 [22.08.2023 is the last date for applying Online]**

Directorate	Work Profile:	Skills:
Dte. of Perspective Planning & Financial Services	<ul style="list-style-type: none"> ➤ Preparation of publications, draft formats of the Certificates/Reports under various Laws, Rules & Regulations, etc. ➤ Academic work involved in the organization of various capacity building/training programs, national programs, webinars, etc. ➤ Assistance in the administrative work involved in the organization of various capacity building/training programs, national programs, webinars, etc. ➤ Preparation of Directorate specific Agenda/Minutes for meetings of Committees and the Council of the Institute ➤ Interpretation of the Guidelines of the Institute and resolving members queries ➤ Strengthening of the various Guidelines of the Institute ➤ Work relating to ECSIN, UDIN, CPE and PCS Portal 	<ul style="list-style-type: none"> ➤ Subject knowledge ➤ Drafting and writing skills ➤ Ability to interpret the amendments in the relevant subject ➤ Application of Legal Provisions to situation
Dte. of Sustainability & Governance	<ul style="list-style-type: none"> ➤ Assisting in preparation of agenda and other documents for meetings of Boards, Committees and Task force ➤ Assisting in the work relating to ICSI National Awards for Excellence in Corporate Governance ➤ Research work on the topics relating to governance and sustainability 	<ul style="list-style-type: none"> ➤ Sound knowledge of Companies Act, 2013 and SEBI Regulations ➤ Knowledge of GST Act is desirable ➤ Excellent drafting skills ➤ Command over MS Office (Word, Excel, PowerPoint, etc.) ➤ Ability to interpret Acts, Rules, Regulations, Guidelines, etc.
Dte. of Company Law	<ul style="list-style-type: none"> ➤ preparation of notice, agenda, minutes for the meetings; ➤ preparation of representations ➤ research work and article writing ➤ company law compliances 	<ul style="list-style-type: none"> ➤ Knowledge of Companies Act, 2013; ➤ Drafting and writing skills ➤ Interpretational skills

Please Note:

- (i) **Before applying for the above post the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post.** In case it is found at any stage of recruitment that an applicant does not fulfill Eligibility Criteria and/ or that he has furnished any incorrect / false information / certificate(s)/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. Even if any of these shortcomings is/ are detected after appointment his/her services are liable to be terminated.

- (ii) **The candidates who were/are employed as Consultant (on contract) at ICSI are not eligible for applying the above post.**
- (iii) No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion.
- (iv) **The selected candidates will be required to be present at their respective place of posting during all working days and adhere to the normal working hours of ICSI.**
- (v) The “ICSI” reserves the right to increase/decrease the number of vacancies for the post, as advertised as per its requirement or not to fill up the above post as per its requirement or even cancel the whole process of recruitment without assigning any reason.
- (vi) Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

In case of any query please email at the below mentioned email address :

The HR Directorate
The Institute of Company Secretaries of India
New Delhi
Email : hr.dept@icsi.edu
website : www.icsi.edu.

Connect with ICSI

www.icsi.edu |      | Online helpdesk : <http://support.icsi.edu>