



**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)

Engagement of Consultants on Contractual basis at ICSI. New Delhi

About the Vacancy

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: -

Job Description:

S. No	Name of Vacancy	PLACE OF POSTING	Number of Vacancies	Qualification
1.	Consultant (on contract)	ICSI, New Delhi	7	Associate Member of the Institute of Company Secretaries of India

Experience: Post Qualification Experience more than six months.

Remuneration (consolidated):

The Consolidated payout will be in the range of Rs.40,000/- to Rs.50,000/- per month.

Maximum Age: 30 years (As on 01.12.2024)

PERIOD OF CONTRACT: The tenure for the position will be initially for a period of six months. The period of contract may be extended based on the requirement of the project.

Apply on: <https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome>
(14th December to 17th December 2024)

Work Profile:	Skills:
<ul style="list-style-type: none"> ➤ Coordination with stakeholders' for addressing their grievances related to MCA-V3 filings ➤ Filing and filing of e-forms under the Companies Act, 2013 and LLP Act, 2008 including affixing of digital signatures, attachments to the e-form. ➤ Research Work ➤ To Suggest improvements/ changes in e-forms 	<ul style="list-style-type: none"> ➤ Knowledge of Corporate Laws. ➤ Scanning of each section at MCA website including master data, login creation, inspection etc. ➤ Knowledge of filling and filing of each e-form under the Companies Act, 2013 and LLP Act, 2008 ➤ Ability to interpret the amendments in the relevant subject ➤ Application of Legal Provisions to situation

- **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is 01.12.2024**
- 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.