



**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)

ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003
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CAREER OPPORTUNITIES

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 posts at its Headquarters at New Delhi/ Noida, Regional offices and Chapter offices across India :-

| Name, Nature of the Posts and Location | Pay Level as per 7 th CPC Pay Matrix (Rs.) | Gross Salary per Annum (Rs. in Lakhs) | Age (as on 01.09.2023) | No. of Posts |
|--|---|---------------------------------------|------------------------|--------------|
| Executive (Academics) (Regular post) (New Delhi/ Noida) | Level 8 (47600-151100) | 10.2 | 35 years (Max. Age) | 10 |
| Executive Assistant (Regular post) (Anywhere in India) | Level 4 (25500-81100) | 05.7 | 35 years (Max. Age) | 10 |
| Senior Consultant (Infrastructure) (Contractual post) (New Delhi/ Noida) | Between 09 -18 Lakhs per annum (Consolidated) | | Between 45 - 65 years | 01 |
| Senior Consultant (IT) (Contractual post) (New Delhi/ Noida) | Between 09 -18 Lakhs per annum (Consolidated) | | Between 45 - 65 years | 01 |
| Senior Consultant (Operations) (Contractual post) (New Delhi/ Noida) | Between 09 -18 Lakhs per annum (Consolidated) | | Between 45 - 65 years | 01 |

Interested candidates must **apply only through electronic application form (Online)** by clicking on the hyperlink provided at the end of this page.

The link shall be active from **2nd September,2023 to 20th September,2023 (20th September,2023 is the last date for applying Online.)**

Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer.

In case you want to take a printout of the application form for your reference, please ensure that your printer is attached to your computer.

Please Note:

- (i) Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post.
- (ii) Candidates interviewed for any particular post in the past one year (i.e. on or after 02.09.2022).
- **Will not be eligible** to apply for the same post or for a post at a higher pay scale than the post he/she was interviewed for.
 - **Will be eligible** to apply for a different post at the same pay scale or for a post at a lower pay scale than the post he/she was interviewed for.
- (iii) **In case of contractual posts :-**
- **The 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.**
 - **Candidates are prohibited to serve any other organization either on whole-time or part-time or on retainer-ship basis during the period of contract with the Institute. Candidates are also prohibited to undertake any business/ practice / profession**
- (iv) **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the posts mentioned below is 01.09.2023.**

| (1) | <p><u>EXECUTIVE (ACADEMICS)</u></p> <p>Candidates who have already applied for the post of Executive (Academics) in ICSI in May, June or July,2023 need not apply again</p> <p>No. of posts : 10 (for Delhi/ Noida)</p> <table border="1"><thead><tr><th>S.No.</th><th>Discipline</th></tr></thead><tbody><tr><td>1</td><td>Indirect Tax [Goods & Services Tax (GST), Customs Laws, Excise]</td></tr><tr><td>2</td><td>Securities Laws and Capital Markets</td></tr><tr><td>3</td><td>Company Law</td></tr><tr><td>4</td><td>Professional Development</td></tr><tr><td>5</td><td>Perspective Planning</td></tr></tbody></table> <p>Pay Level as per 7th CPC Pay Matrix : Level 08 (47600-151100) (Gross Salary per annum – Rs. 10.2 lakh approx.)</p> <p>Maximum Age: (as on 01.09.2023) 35 years</p> <p>QUALIFICATION A Graduate degree in Commerce from a recognized University and ACS /ACA / ACMA OR PG degree in Economics/ Commerce/ Management/ Law or equivalent with 50% marks</p> <p>EXPERIENCE Minimum 5 years experience</p> | S.No. | Discipline | 1 | Indirect Tax [Goods & Services Tax (GST), Customs Laws, Excise] | 2 | Securities Laws and Capital Markets | 3 | Company Law | 4 | Professional Development | 5 | Perspective Planning |
|-------|---|-------|------------|---|---|---|-------------------------------------|---|-------------|---|--------------------------|---|----------------------|
| S.No. | Discipline | | | | | | | | | | | | |
| 1 | Indirect Tax [Goods & Services Tax (GST), Customs Laws, Excise] | | | | | | | | | | | | |
| 2 | Securities Laws and Capital Markets | | | | | | | | | | | | |
| 3 | Company Law | | | | | | | | | | | | |
| 4 | Professional Development | | | | | | | | | | | | |
| 5 | Perspective Planning | | | | | | | | | | | | |

Job Contents (indicative)

| S.No. | Discipline | Job Contents (indicative) |
|--------------|---|---|
| 1 | Indirect Tax [Goods & Services Tax (GST) , Customs Laws, Excise] | <ul style="list-style-type: none">◆ Preparation/updation of study material, guidelines answers, Model Answer, Model Question papers, supplements◆ Preparation of Subject specific study notes/case studies◆ Preparation of publication in contemporary topics◆ Analysis and interpretation of various amendments◆ Updates on the provisions of Indirect Tax [Goods & Services Tax (GST) , Customs Laws, Excise]◆ Development and Verification of E-Learning Modules, Video Lectures for students◆ Educational Series on GST, GST Point, GST Newsletter, GST Publications, Webinar on GST and related publications.◆ Online Certificate Course on GST – Assisting in administrative work of online course on GST.◆ Backgrounders for GST, GST CORNER, GST News, GST Banners, GST POD (FAQs)◆ Assisting in all Indirect Tax related queries, etc◆ Preparation of MCQs on Indirect Tax◆ Contribution to student bulletin with updates/articles◆ Preparation of Representations, Suggestion and views to Regulators |
| 2 | Securities Laws and Capital Markets | <ul style="list-style-type: none">◆ Preparation/ updation of Study Material, Question Bank, Guideline Answers, Model Question Papers, Model Answers, supplements◆ Preparation of Subject specific study notes/case studies◆ Preparation of publication in contemporary topics◆ Analysis and interpretation of various amendments◆ Development and Verification of E-Learning Modules, Video Lectures for students◆ Contribution to student bulletin with updates/ articles◆ Preparation of Representations, Suggestion and views to Regulators |

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| | | <ul style="list-style-type: none"> ◆ Updation of other legislation which is complementary to capital market including FEMA/Companies Act. ◆ Preparation and review/ updation of question bank for online Pre-Examination Test ◆ Representations, Suggestion and views to Regulators |
| 3 | Company Law | <ul style="list-style-type: none"> ◆ Preparation/ updation of Study Material, Question Bank, Guideline Answers, Model Question Papers, Model Answers, supplements. ◆ Preparation of Subject specific study notes/case studies ◆ Preparation of publication in contemporary topics ◆ Analysis and interpretation of various amendments ◆ Development and Verification of E-Learning Modules, Video Lectures for students ◆ Contribution to student bulletin with updates/ articles ◆ Preparation and review/ updation of question bank for online Pre-Examination Test ◆ Representations, Suggestion and views to Regulators |
| 4 | Professional Development | <ul style="list-style-type: none"> ◆ Providing Institute's views/suggestions on Consultative Papers / Notifications / bills, etc. ◆ Arranging and participating in Webinars ◆ Responding to Members' queries on programme ◆ Updation of Programme Credit Hours ◆ Preparation of Programme Announcements and Backgrounders ◆ Co-ordination with faculty for various learning programmes ◆ Updation of programme details in ICSI Website ◆ Preparation of draft agenda for meetings of the Committees / Task Forces / Core Groups etc. and administrative arrangements. ◆ Conducting programmes through Regional and Chapter ◆ Academic inputs/support in Organisation of Professional Development Programmes including National Convention, PCS Conference, National Corporate Governance Award, Foundation Day of ICSI; Seminars/Workshops, etc. on current topics |

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| 5 | Perspective Planning | <ul style="list-style-type: none"> ◆ Study / Research for seeking recognition for Company Secretaries under various Laws. ◆ Representations to various authorities/Ministries for securing recognitions for Company Secretaries under various Laws. ◆ Providing suggestions/comments on the Draft Rules/Regulations under various laws such as Insurance, Banking, GST, Direct Tax, SEBI Laws, Labour Codes, Companies Act, Consumer Protection Act, Intellectual Property Rights Laws, MSMEs etc. available for public comments and exploring opportunities for Company Secretaries. ◆ Exploring mutual association and collaboration with various foreign educational bodies/universities. ◆ Coordination with various foreign educational bodies, with which MOUs are already in place. ◆ Meetings with representatives of various foreign educational bodies/universities. ◆ Representation/participation of the Institute in Foreign Meetings/ Conferences. ◆ Coordination and work relating to the Overseas Centres of the Institute. ◆ Coordination and work relating to Corporate Secretaries International Association (CSIA). |
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(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(2) EXECUTIVE ASSISTANT

No. of posts : 10 (for HQ at New Delhi/ Noida or any other Regional Office / Chapter across India)

Pay Level as per 7th CPC Pay Matrix : Level 04 (25500-81100) (Gross Salary per annum – Rs. 05.7 lakh approx.)

Maximum Age: (as on 01.09.2023) 35 years

QUALIFICATION

Graduate in Commerce

EXPERIENCE

Minimum 3 years experience

Job Contents (indicative)

The indicative Job contents for candidates selected for Chapter Offices will be as under :-

- To take day-to-day decisions for smooth working of the Chapter office and to improve the services of members/students in consultation with the Chairman
- To operate the bank accounts jointly with the office bearers of the Chapter with certain monetary limits, as may be decided by the Regional Council/Chapter
- To initial all the receipt & payment vouchers before placing the same to the Chairman/Treasurer for approval
- To attend all the meetings of the Managing Committee of the Chapter and to assist the Secretary in drafting the agenda/minutes
- To strictly follow the purchase procedure/manual for procuring the material/services. While effecting the purchases, the proprietary aspect of sending all the expenses irrespective of its nature need to be specifically looked into
- To authenticate all the MIS reports or the reports required to be sent to various Directorates of the Headquarters
- Such other duties as may be assigned from time to time by the Headquarters of the Institute

The Job contents for candidates selected for Offices other than Chapter Offices will be as decided by the respective Directorate / Office.

(**Note** : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(3) SENIOR CONSULTANT (INFRASTRUCTURE) - On Contractual Basis

No. of posts : 01 (for New Delhi / Noida)

Compensation - Between Rs. 09 -18 Lakhs per annum (Consolidated)

Age (as on 01.09.2023) : Between 45 - 65 years

Period of Engagement

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

QUALIFICATION

B.E /B.Tech in Civil Engineering or equivalent from Government recognized Universities / Institutes.

EXPERIENCE

Minimum 20 years experience out of which 10 years experience in Senior Executive position. Candidates recently retired from Government/ Public Sector Undertakings/ Autonomous Bodies/ Statutory Bodies/ Armed Forces/ Central Police Forces/ Private sector will be desired.

Job Contents (indicative)

1. Acquisition of premises by following due process and with both statutory & Legal compliance.
2. Construction of new building / renovation of premises / additional construction in the existing building by following due process for selection of Architect and Contractor(s)

3. Monitoring of the projects with cost control for timely completion with ensuring both quality and workmanship
4. Processing the bills of vendors.
5. Hiring of space on rent at various locations.
6. Disposal of existing land / premises, wherever required by following due procedure.
7. Preparation of Notes on Agenda & Minutes for different Infrastructure Committees / Executive Committee/ Council.
8. Preparation of Capital budgets for projects.
9. According in-principle approval for procurement of capital items other than IT for Chapter Offices and Regional Offices.
10. Attending the queries of the auditors.
11. Any other matter as assigned by the Competent Authority from time to time.

(**Note** : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(4) SENIOR CONSULTANT (IT) - On Contractual Basis

No. of posts : 01 (for New Delhi / Noida)

Compensation - Between Rs. 09 -18 Lakhs per annum (Consolidated)

Age (as on 01.09.2023) : Between 45 - 65 years

Period Of Engagement

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

QUALIFICATION

MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1st or 2nd Division from recognized Institute / University.

EXPERIENCE

Minimum 20 years experience out of which 10 years experience in Senior Executive position. Candidates recently retired from Government/ Public Sector Undertakings/ Autonomous Bodies/ Statutory Bodies/ Armed Forces/ Central Police Forces/ Private sector will be desired.

Job Contents (indicative)

1. The position seeks proven leaders, who can manage various technology stack projects of the Institute and deliver as per end user expectations.
2. Driving end to end project management for small to large size projects.
3. Software Applications pertaining to online services for stakeholders of the Institute are developed on Microsoft technologies. The incumbent should have therefore strong techno

functional knowledge on .Net, SQL Server, Sharepoint, Exchange and other allied technologies and be capable to maintain and upgrade these applications.

4. Should have experience in cloud technology (IAAS/PAAS/SAAS) like Microsoft Azure OR any other similar platform.
5. Should have basic knowledge of Php, Ubuntu, Nginx and Application development experience with Python, django, mysql.
6. Hands on experience in various Mobile App development environment.
7. Good to have knowledge in Oracle ERP application or any other ERP application.
8. Solid technical background with understanding or hands-on experience in software development, automation and AI based applications.
9. Should be aware of Agile methodology applied for software development.
10. Ensure that all outsourced / in-house IT projects are delivered on-time, within scope and within budget.
11. To create, coordinate and deliver strategic project schedules, budgets, resources, milestones, change management plans, training plans and deliverable sign offs resulting in successful, on time and on budget projects that meet defined objectives for projects of all complexity levels.
12. Lead team to develop, test, support and deploy desktop, custom web, and mobile applications in various environment, keeping up with project processes and deadlines.
13. Assist junior team members in understanding and writing a quality code, conducting code reviews with developers, code refactoring. Also, assist and support projects with their technological challenges.
14. Work in a multi-project environment and if required, own the responsibility of end to end delivery.
15. Coordinate internal resources and third parties vendors for the flawless execution of projects.
16. Coordination and Overall management of the various Vendor's performance, Invoice Processing activity.
17. Development/Review of all the RFP's, technical coordination with various stakeholders, organising meetings and coordination with various user Directorates for RFP, Work Order and invoices.
18. To initiate and undertake any other related work with consultation of top Management.
19. Capable to train others.
20. To execute decisions of the Council and various related committees related to IT.

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

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| (5) | <p>SENIOR CONSULTANT (OPERATIONS) - On Contractual Basis</p> <p>No. of posts : 01 (for New Delhi / Noida)</p> <p>Compensation - Between Rs. 09 -18 Lakhs per annum (Consolidated)</p> <p>Age (as on 01.09.2023) : Between 45 - 65 years</p> <p>Period Of Engagement The tenure for the position will be initially for a period of one year. The period of engagement may be extended every year up to a maximum period of two more years based on the performance and the requirement.</p> <p>QUALIFICATION MBA / PGDBM or equivalent degree/ Diploma with 50% marks (of at least 2 year duration) (with specialization in either HR, Finance or Operations Management)</p> <p>EXPERIENCE Minimum 20 years experience out of which 10 years experience in Senior Executive position. Candidates recently retired from Government/ Public Sector Undertakings/ Autonomous Bodies/ Statutory Bodies/ Armed Forces/ Central Police Forces/ Private sector will be desired.</p> <p>Job Contents (indicative)</p> <ol style="list-style-type: none"> 1. Follow up and execution of various decisions of the Management of the Institute. 2. Co-ordination and liaising with Directorates, Government departments, external agencies. 3. Monitoring & follow up of various projects and activities undertaken in the Institute and execution thereto. 4. Follow up on Purchases and procurements and Tendering Procedures. 5. General Office Administration 6. Any other matter as assigned by the Competent Authority from time to time <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p> |
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CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 20th September,2023

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| 1 | <p>Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post(s). 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. Applicants must fill the online Form very carefully. Applications which are incomplete or vague (i.e. details relating to qualifications / experience etc.) or applications not in the prescribed format will be rejected summarily, hence candidates are advised to ensure that all the relevant fields mentioned in the on-line Resume Form are duly completed in all respects.</p> |
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| 2 | Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding test /interview. In case, a candidate does not have a valid personal email address, he/she should create his/her new email address before applying Online. "ICSI" reserves the right to communicate with the applicant through e-mail and not by post. |
| 3 | 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 only at the time of Interview. Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent. |
| 4 | The percentage obtained in various degrees/ diplomas should be rounded off to the lower whole number. For eg. 49.3% or 49.8% should be entered as 49% & not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages. |
| 5 | While Filling the Online Resume Form :- <ol style="list-style-type: none"> 1. Don't enter Special Characters like " " / ' ' / & etc. 2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc. 3. Upload a resume file which does not exceed 100 KB. |

GENERAL CONDITIONS

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| 1 | In case of regular posts, candidates who are working in a Central/State Government/ Autonomous/ Statutory Body/PSU as regular employees would be required to produce a 'No Objection Certificate' from their present employer for verification at the time of interview failing which they will not be allowed to appear for the interview. |
| 2 | All educational qualifications must have been obtained from recognized universities / Institutions in India or abroad. The courses offered by autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU)/UGC/AICTE. |
| 3 | Mere submission of application / fulfilment of eligibility conditions will not confer any right on the candidate to be shortlisted / called for written test/ interview. The "ICSI" reserves the right to call for written test/ interview only those candidates who in its opinion are most suitable for the post. The "ICSI" also reserves the right to reject any or all the applications without assigning any reason thereof. The decision of The "ICSI" in all matters regarding Eligibility, shortlisting of candidates, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard. |
| 4 | Reservation policy will be applicable as adopted by the "ICSI" in its Service Rules. |
| 5 | The "ICSI" reserves the right to fix minimum eligibility standard/bench mark and restrict the number of candidates to be called for interview taking into account various factors like number of vacancies, performance of the candidates etc., and decide to determine the qualifying marks for selecting candidates for interview. The "ICSI" also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for written test/ interview. The decision of the "ICSI" in this regard shall be final and binding and no correspondence in this regard would be entertained with the candidates. |

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| 6 | The "ICSI" 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. |
| 7 | The "ICSI" also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates. |
| 8 | The "ICSI" reserves the right to offer or appoint the candidate on the post/grade lower than the post / grade advertised or applied by the candidate. |
| 9 | The candidates cannot have any right or preference for posting in any particular State/ city of his choice as the selection and posting is on All India basis. The Institute's decision would be final in all these cases and the candidates are liable to be posted or transferred anywhere in India. |
| 10 | Proficiency in Computer Applications is essential for all the above post(s). |
| 11 | <p>In case of Regular posts For attending the interview to & fro train fare will be reimbursed by the shortest route to the outstation candidates, as per rules of the "ICSI". However no Travel Allowance shall be reimbursed for attending the written test.</p> <p>In case of Contractual posts No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion</p> |
| 12 | The "ICSI" takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication. |
| 13 | Canvassing in any form will straightway disqualify the candidature. |
| 14 | Internal candidates should forward their application through their respective Heads of Departments after meeting the criteria as laid down in the ICSI Service Rules. |
| 15 | Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi. |

**FOR APPLYING ONLINE, click on the link below
OR**

Copy, Paste and Enter the link on the address bar of the internet Explorer / Google Chrome

<https://www.icsi.in/recruitment/>

(Note : Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer)

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.