

IMPORTANT ANNOUNCEMENT FOR MEMBERS

**Empanelment of General Observers (GO) for CS Examinations December, 2023
at ICSI Observer Portal, <https://observer.icsi.edu>**

To,

Members of the Institute,

The Institute conducts Company Secretary Examinations twice in a Year in the month of June and December at various Examination Centres across India and abroad. Local Members of the Institute in cities of Examination Centres are deputed as General Observers to oversee and ensure smooth conduct of the CS Examinations.

The Institute is providing facility to interested members to empanel themselves as General Observer for CS Examinations online through the ICSI Observer Portal

The Institute invites interested members to empanel themselves online as General Observer for the CS Examinations, December, 2023 to be held from 21st December, 2023 to 30th December, 2023 at ICS Observer Portal.

ICSI Members fulfilling the eligibility criteria set by the Institute and desirous of empanelling themselves may apply online by visiting the ICSI Observer Portal at <https://observer.icsi.edu>.

ICSI Observer Portal at <https://observer.icsi.edu> for online empanelment as General Observer for CS Examinations, December, 2023 will remain open from **11th November, 2023 to 30th November, 2023**. Kindly note that no request for extending the dates for opening of CS Observer Portal for empanelment as General Observers shall not be entertained in any manner.

Members would need to apply for empanelment only at the ICSI Observer Portal as above. The empanelment of Members accepted as General Observer will be valid only for the session applied for. Members would need to empanel themselves afresh on CS Observer Portal for each session of CS Examinations.

For details, please visit ICSI Observer Portal, <https://observer.icsi.edu>

G. H. Ramana

Joint Director (Examinations)

Disclaimer: Actual allocation of duty as General Observer in the CS Examinations would be at the sole discretion of the Institute and the decision of the Institute will be final. Institute reserves rights for deputing General Observers from among the persons empanelled or otherwise. Empanelment as General Observer shall not give any right to any one in any manner.

AS GENERAL OBSERVER

1. Members who apply for empanelment should ensure that they have active membership as on the date of empanelment.
2. Credentials in relation to CS Observer Portal shall be responded only on email and Mobile number which is provided in the Membership data at the Membership Portal. If any changes in the email and /or Mobile number, please update the same in the Membership Portal prior to empanel as General Observer.
3. Honorarium @ Rs.1400 (Rs. One Thousand Four Hundred only) per day will be paid for the duty as General Observer. No other allowance shall be admissible.
4. Please ensure that all the correct and updated information as per your knowledge and belief is filled in the Empanelment Form at CS Observer Portal.

BRIEF ROLE OF GENERAL OBSERVER

1. General Observer should reach the Examination Centre at least one hour before the commencement of examination on each day of the duty and must remain present throughout the course of examination till answer books for the day are despatched.
2. To check/observe that the examinations are conducted as per the instructions/guidelines of the institute.
3. In case of any instance of deviation/non-observance of any instructions/guidelines of the Institute, the same shall be reported to the Superintendent of Examinations in the first instance and on persistence of the same, it should be reported to the Institute as per escalation matrix and shall be included the daily report of General Observer.
4. General Observer shall be required to follow all the instructions and guidelines issued by the Institute from time to time.