



# 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)

C – 37, Institutional Area, Sector, Sector – 62, Noida – 201309

Phone: 0120 – 4522023, 4522024; website: [www.icsi.edu](http://www.icsi.edu)

Please affix  
passport size  
photograph  
(Mandatory)

### APPLICATION FOR INCLUSION OF NAME IN THE PANEL OF EXAMINERS FOR COMPANY SECRETARIES EXAMINATIONS

FOR OFFICE USE ONLY	Ack. No.:	PROFICIENCY IN LANGUAGE(S) FOR EVALUATION OF ANSWER BOOKS [Please tick (✓)]					
EP Code:	Ack. Date:	ENGLISH		HINDI		BOTH	

	First Name	Middle Name	Surname
1. NAME : Mr./Ms./Dr./CS (IN CAPITAL LETTERS)			
NAME AS YOU WOULD LIKE TO BE ADDRESSED			
2. Date of Birth (DD/MM/YY)	Age (years)	3. Gender (M/F)	4. PAN No.

5. (a) Details of academic and professional qualifications obtained (in the order of highest qualification):

EXAMINATION PASSED				University/Institution	Main/Specialised subjects, if any	Medium of study/ writing the exam.
Name of Exam.	% of Marks/Rank awarded, if any	Division	Year			

(b) Professional Membership Details:

S. No.	Professional Qualification	Membership Number	Date
(i)	ACS/FCS		
(ii)	ACA/FCA		
(iii)	ACMA/FCMA		
(iv)	Any other		

6. (a) Employment Details, if in service (starting with present employment);

Sl. No.	Name of Organisation	From	To	Designation	Nature of duties

(b) Total Experience:

Length of experience ( in years)	Practice	Service	Teaching

(c) Academic Experience (Please attach a separate sheet, if necessary):

	Subject	Standard of Examination	University/ Institution	No. of Years/ Months	Medium of Exam.
Moderator/ Head Examiner					
Question Paper Setter					
Examiner					
Teaching					

(d) Area of Specialisation, if any: \_\_\_\_\_

\_\_\_\_\_

7. Details of published work, if any: (Please attach a separate sheet, if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. If you possess adequate proficiency in Hindi to act as an Examiner, please indicate additional qualifications obtained in Hindi and/or details of books written, translated or published in Hindi and experience in handling similar work in other educational/professional institutions:

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\_\_\_\_\_

\_\_\_\_\_

9. If you have served the ICSI as Examiner, in the recent past, please give details :

Month & Year of Exam.	Examiner Code	Stage of Exam. (Foundation /Executive / Professional)	Subject

10. Please Provide two References (Mandatory):

(i) Name, Address, Phone No. etc.	(ii) Name, Address, Phone No. etc.

11. Please indicate subjects and stage of examination for examinership assignment in order of preference:

Sl. No.	Stage/Subject(s) of Examination
<b><u>SYLLABUS – 2022</u></b>	
<b><u>PROGRAMME/STAGE : EXECUTIVE PROGRAMME</u></b> <i>(Exam. under this syllabus will be held from December, 2023)</i>	
<b>Subjects:</b>	
1.	Jurisprudence, Interpretation and General Laws
2.	Company Law and Practice
3.	Setting up of Business, Industrial and Labour Laws
4.	Corporate Accounting and Financial Management
5.	Capital Markets and Securities Laws
6.	Economic, Commercial and Intellectual Property Laws
7.	Tax Laws and Practice
<b><u>PROGRAMME/STAGE : PROFESSIONAL PROGRAMME</u></b> <i>(Exam. under this syllabus will be held from June, 2024)</i>	
<b>Subjects:</b>	
1.	Environmental, Social and Governance(ESG) – Principles and Practice
2.	Drafting, Pleadings and Appearances
3.	Compliance Management, Audit and Due Diligence
4.1	CSR and Social Governance
4.2	Internal and Forensic Audit
4.3	Intellectual Property Rights – Law and Practice
4.4	Artificial Intelligence, Data Analytics and Cyber Security – Laws and Practice
5.	Strategic Management and Corporate Finance
6.	Corporate Restructuring, Valuation and Insolvency
7.1	Arbitration, Mediation and Conciliation
7.2	Goods and Services Tax(GST) and Corporate Tax Planning
7.3	Labour Laws and Practice
7.4	Banking and Insurance – Laws and Practice
7.5	Insolvency and Bankruptcy – Law and Practice
	} <b>Open Book Examination</b>
	} <b>Open Book Examination</b>

Subject wise detailed syllabus is available on the Website: [www.icsi.edu](http://www.icsi.edu)

SUBJECT (S), IN ORDER OF PREFERENCE, OPTED FOR  
EXAMINERSHIP ASSIGNMENT

OPTION OF MEDIUM PREFERRED [Please tick (✓)]					
ENGLISH		HINDI		BOTH	

Subject(s)

Programme

- (i) .....
- (ii) .....
- (iii) .....
- (iv) .....
- (v) .....

12. Address (with phone number) in **CAPITAL** letters:

<b>(a) RESIDENTIAL ADDRESS:</b> (for correspondence purpose)		<b>(b) OCCUPATIONAL ADDRESS</b> (with Designation): (for record purpose)	
CITY:		CITY:	
STATE:		STATE:	
PIN CODE:		PIN CODE:	
PHONE No. WITH STD CODE:		PHONE No. WITH STD CODE:	
MOBILE No.		MOBILE No.	
E-mail:		E-mail:	
FAX No.:		FAX No.:	

13. The approximate distance between:

Residence and nearest Speed Post Office	Residence and Railway Station	Residence and Airport
Kms.	Kms.	Kms.

I hereby solemnly declare and confirm that I am not registered as a student for the "Company Secretaryship" course and that particulars given above are true and correct to the best of my knowledge and belief.

Place:.....

Date:.....

.....  
Signature of Applicant

Note :

1. Company Secretaries with a minimum of three years in practice or in service are eligible to apply.
2. University Assistant/Associate/Professors with a minimum of three years teaching experience are eligible to apply.
3. CMA, CA, M.Com., Post Graduate/ Doctoral degree in Law or Management or Finance and/or Accounting having at least three years' experience relevant to the aforesaid subjects either in academic, practice or in employment are eligible to apply.
4. Attach separate sheet/resume for details of experience/nature of job performed.
5. Persons above 70 years of age are not eligible for empanelment as an examiner.
6. Copies of Marks-Sheet /Degree/Passing Certificate/Cop/other relevant testimonials must be attached.
7. All column may be filled in or strike off if not applicable.
8. Incomplete application and not supported by relevant documents will be rejected. No correspondence will be entertained.
9. The empanelment process normally takes 4-6 months and no interim correspondence will be entertained.
10. Canvassing in any form will lead to disqualification.

Applicants who are considered for empanelment shall be communicated separately.

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