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	Motto	Mission
"To be a global leader in promoting good corporate governance"	सत्यं वद। धर्म चर। speak the truth. abide by the law.	"To develop high calibre professionals facilitating good corporate governance"

The Institute of Company Secretaries of India (ICSI)
- Statutory Body established under an Act of Parliament, i.e., the Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries
- Functions under the jurisdiction of Ministry of Corporate Affairs, Government of India
- UGC recognizes CS qualification equivalent to Post Graduate Degree
- Headquarters at New Delhi
- 4 Regional Offices at New Delhi, Kolkata, Mumbai, Chennai
- Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Navi Mumbai, Hyderabad and Kolkata
- 72 Chapters across India
- Around 200 Study Centers across India
- Over 200 examination Centres across India
- Provides optional class room teaching facility across India
- Provides online Centralized Classes/Doubt Clearing Classes for the student across India/abroad.
- Overseas centres at UAE, USA, UK, Singapore, Australia and Canada

Expand Your Horizons
CS - A career with endless opportunities
Join CS Course Now!

UGC recognizes CS qualification equivalent to Post Graduate Degree

AICTE recognizes CS as a qualification for recruitment as an assistant professor in the managerial Discipline.

COURSE HIGHLIGHTS

- ☑ ARTS
- ☑ COMMERCE
- ☑ SCIENCE
Opportunity for students of all streams

- Distance Learning
- Optional Class Room Teaching
- Online centralized classes
- E-learning facility

CS Qualification brings position of power & prestige

Offers Self Employment for practising members

Attractive remuneration and growth opportunities

Online registration @

CSEET   Executive Programme

Programmes	Eligibility	Fee Details**	Cut off Dates for Registration*	Subjects
CS Executive Entrance Test (CSEET)*	• Students who have passed Senior Secondary Examination (10+2 pattern) or appearing in Senior Secondary Examination (10+2) or equivalent thereto	₹ 2,000/- Including CSEET (Guide 1 & 2 and online CSEET classes) In addition ₹ 1000/- Optional Fee Advance fee towards Class room teaching conducted at Regional/ Chapter offices CSEET Reading reference material	• 16th December to 15th April Saturday/Sunday in 2nd/3rd week of May** • 16th April to 15th June Saturday/Sunday in 2nd/3rd week of July** • 16th June to 15th October Saturday/Sunday in 2nd/3rd week of November** • 16th October to 15th December Saturday/Sunday in 2nd/3rd week of January** ** Tentative CSEET Dates	(Students are provided with Guide 1 and 2 at the time of admission) 1. Business Communication 2. Legal Aptitude and Logical Reasoning 3. Economic and Business Environment 4. Current Affairs and Quantitative Aptitude
CS Executive Programme	• Class 12th Passed & CSEET (CS Executive Entrance Test) passed students • CS Foundation Programme Passed students • ICAI (The Institute of Chartered Accountants of India) Final Course Passed students, • ICMAI (The Institute of Cost Accountants of India) Final Course Passed students. • Graduates Minimum 50% Marks with graduation / Post Graduates	₹ 8,500/- CSEET Qualified Students / CS Foundation Pass ₹ 13,500/- For ICAI / ICMAI Final Course Passed students (minimum 50% marks Graduates/Post Graduates (In addition ₹ 1,000/- payable for Pre-examination Test fee & ₹ 600/- for one day orientation program fee) ₹ 1,000/- Advance fee payable for Class room teaching (optional) conducted at Regional/ Chapter offices	• 31st May (eligible to appear in both groups of Executive Programme in December examination of the same year) • 31st July (eligible to appear in only One group of Executive Programme in December examination of the same year) • 30th November (eligible to appear in both groups of Executive Programme in June examination of the next year) • 31st January (eligible to appear in one group of Executive Programme in June examination of the same year)	(Students are provided with the study material at the time of admission) **Group I (4 Papers)** 1) Jurisprudence, Interpretation & General Laws 2) Company Law & Practice 3) Setting up of Business, Industrial & Labour Laws 4) Corporate Accounting & Financial Management **Group II (3 Papers)** 1) Capital Market & Securities Laws 2) Economic, Commercial & Intellectual Property Laws 3) Tax Laws & Practice
CS Professional Programme	CS Executive Programme Pass Students	₹ 12,000/- (In addition ₹ 1,000/- payable for Pre-Examination Test fee)	• 31st May (eligible to appear in all groups of Professional Programme in December examination of the same year) • 31st July (eligible to appear in only one group of Professional Programme in December examination of the same year) • 30th November (eligible to appear in all groups of Professional Programme in June examination of the next year) • 31st January (eligible to appear in one group of Professional Programme in June examination of the same year)	(Students are provided with the study material at the time of admission) **GROUP 1** 1. Environmental, Social and Governance (ESG) — Principles & Practice 2. Drafting, Pleadings and Appearances 3. Compliance Management, Audit & Due Diligence 4. Elective 1 (Select one Paper out of 4 Elective Papers) 4.1 CSR & Social Governance 4.2 Internal and Forensic Audit 4.3 Intellectual Property Rights — Law & Practice 4.4 Artificial Intelligence, Data Analytics and Cyber Security — Laws & Practice **GROUP 2** 5. Strategic Management & Corporate Finance 6. Corporate Restructuring, Valuation and Insolvency 7. Elective 2 (Select one Paper out of 5 Elective Papers) 7.1 Arbitration, Mediation & Conciliation 7.2 Goods and Services Tax (GST) & Corporate Tax Planning 7.3 Labour Laws & Practice 7.4 Banking & Insurance — Laws & Practice 7.5 Insolvency and Bankruptcy — Law & Practice

* CSEET qualified students (with result not older than one year)
- Applicants belonging to SC/ST, Physically Handicapped, Indian armed forces, Paramilitary forces, Agniveers and families of Martyrs and Ward of Indian armed forces & paramilitary forces are eligible for concession in the fee.
- 100% fee waiver for students of Jammu & Kashmir, Laddakh, 50% fee waiver for students of Andaman & Nicobar Islands, Lakshwadeep, North Eastern states and Himachal Pradesh.
- ICSI Student Education Fund Trust provides Financial Assistance to Economically Backward or Meritorious Students.
- The Institute also allows facility of using scribe and / or extra time to PWD.

Company Secretary
The Governance Professional

- Advisor to the Board of Directors
- Key Managerial Personnel
- Compliance Officer
- Secretarial Auditor
- Corporate Risk Manager
- Chief Governance Officer
- Social Auditor
- Corporate Planner and Strategic Manager
- Internal Auditor
- GST Professional
- Registered Valuer
- Insolvency Professional
- Representation Services
- Arbitator
- Certification Services

REGISTRATION FOR CSEET: Students may register online at ICSI Website: www.icsi.edu under the online services option by making payment through payment gateway.

DISTANCE LEARNING:

- ICSI imparts Company Secretaries Course by Distance Learning enabling students to qualify as Company Secretaries.
- Study material is provided to all registered students of Executive / Professional Programme.
- Students may pursue the Course through self study mode.
- ICSI provides best Class room teaching facility through Regional Councils/ Chapters/Study Centers on payment of nominal fee. Classes are organised in both physical and online mode. Video lectures are also made available to the students through e learning platform of the Institute. Click on the following link to contact the Regional/Chapter Offices for classes.
  https://www.icsi.edu/medial webmodules/websiteClassroom.pdf
- e-learning facility through web based training and live virtual classroom is also available.

MEDIUM OF EXAMINATION: The Institute allows the students to appear in Institute's examination in English or Hindi medium, subject to other prescribed guidelines in this regard.

TRAINING: Students are required to fulfill the training requirements in order to get their Membership.

a. After passing Executive Program Examination - One month Executive Development Program (EDP) [15 days classroom mode & 15 days Online mode] and Practical training for 21 months.

b. Corporate Leadership Development Program (CLDP) after passing Professional Program.

or

After passing Professional Program Students may get the exemption from one month EDP and 21 month practical training on basis of work experience.

FURTHER ACADEMIC PURSUITS: • CS qualification has been recognized by various Universities/Institutes for admission to Ph.D. Course in Commerce / Management / Law, etc. • Post Membership Qualification (PMQ) Courses in various areas.

EMPLOYMENT PROSPECTS:

COMPANY SECRETARY IN EMPLOYMENT: Every listed company and every other public company as well as private company having a paid up share capital of 10 crore rupees or more is required to appoint a whole time company secretary under the Companies Act, 2013. Company Secretaries are also designated as Key Managerial Personnel (KMP) under the same law.

COMPANY SECRETARY IN PRACTICE: As regards profile of a practising company secretary, one topping the charts is secretarial audit and is applicable to a certain class of companies. An audit to check compliance of various legislations including the Companies Act and other corporate and economic laws applicable to the company, Secretarial Audit is an independent and objective assurance intended to add value and improve operations of the Company.

Other areas of opportunity : • Certification Services • Valuation • Insolvency & Bankruptcy • GST • Intellectual Property Rights • Representation Services • Mediation and Conciliation

Stages to become a Company Secretary

- Continuing Professional Development
- CS Membership
- Pre-Membership Training
- Professional Programme (7 Papers)
- Executive Programme (7 Papers)
- CS Executive Entrance Test (CSEET)

Stages to become Company Secretary

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ICSI SUPPORT DESK : 0120-4522000 (MONDAY TO FRIDAY – 9:30 AM - 5:00 PM)