The Institute of Company Secretaries of India (ICSI) is a statutory body enacted by the Parliament under the Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries in India. The ICSI has on its roll over 25,000 members and over 2,80,000 students. The Institute is governed by the Council of the Institute responsible for the management of the affairs of the Institute and for discharging the functions under the Company Secretaries Act, 1980. The ICSI has its Headquarters at New Delhi, four Regional offices in Chennai, Kolkata, Mumbai and New Delhi and Chapter offices in 68 cities across the country. It has 97 Examination centers across the country including an overseas centre at Dubai.

Requires

(i) The ‘Secretary’ and (ii) the ‘Chief Executive’

(i) The Secretary

Qualification and Experience: Should be a fellow Member of the ICSI, preferably with legal background and experience of a minimum 15 years in a senior position in administration, finance, secretarial and legal in a public/private sector company having wide public participation and stakeholding.

Job contents: The incumbent as ‘Secretary’ will be required to perform the functions of the Secretary of the Institute and will assist the Council in advising and framing the policies and shall discharge such duties as given in the Company Secretaries Act, 1980 and the Company Secretaries Regulations, 1982 as also those assigned to him from time to time by the Council. The person selected should be able to take the profession to a higher level and enhance the role of the Institute in Indian industry.

The candidate should have suitable experience and must also have the ability to communicate effectively to interact with senior level officers in the Government departments, Regulatory bodies, Industry/Trade Associations, Chambers of Commerce and Professional bodies, etc.

The incumbent should be adaptive in nature, having impeccable personal and professional ethics, integrity and professional competence, strong ability of reaching out to people across the globe for the cause of the profession of the Company Secretaries and the Institute. The incumbent is expected to exhibit exemplary leadership qualities, administrative acumen, objectivity in
analysis and good interpersonal relationships within and outside the Institute. Should be strong in building good working relationships and trust with others; strong presentation skills and the ability to envision and innovative thinking. It is also expected that the incumbent will stay abreast of all relevant changes in the environment so as to enhance the quality of advice to the Council and performance of the Institute.

**Age:** Should be between 40 and 55 years of age as on 1st January, 2013.

**Compensation:** Basic pay Rs. 75,500/- per month plus HRA, DA, Performance Incentive, Insurance, medical, staff car etc. (CTC ₹ 30 Lacs approx. per annum)

**Period of engagement:** The tenure for the position is of five years on contractual basis with an option for renewal upto a period which shall not exceed the date of superannuation. The either party may give three months advance notice for termination of the contract.

**(ii) The Chief Executive**

**Qualification and Experience:** Preferably a fellow Member of the ICSI and/or a Post Graduate in Management from a reputed Institute having experience of a minimum 10 years preferably as head of a Strategic Business Unit/department.

**Job contents:** The incumbent as ‘Chief Executive’ will be required to carry out the administrative functions of the Institute and perform such tasks and functions as determined and assigned by the Council from time to time.

The incumbent should have strong leadership and administrative skills along with proven ability to build good working relationships. The incumbent should also have an impeccable track record, integrity and professional competence, with strong commitment to the cause of the profession of the Company Secretaries and the Institute; he/she should have the ability to drive the team of senior executives to meet the expectations of all stakeholders. The incumbent is expected to be strong in planning and organizing, possess a problem solving approach and attention to details to achieve quality results. It is also expected that the incumbent will stay abreast of all relevant changes in the environment so as to enhance the standards of performance of the Institute.

**Age:** Should be between 40 and 55 years of age as on 1st January, 2013.

**Compensation:** Basic pay Rs. 60,000/- per month plus HRA, DA, Performance Incentive, Insurance, medical, staff car etc. (CTC ₹ 25 Lacs approx. per annum)
**Period of Engagement:** The tenure for the position is of five years on contractual basis with an option for renewal upto a period which shall not exceed the date of superannuation.

**How to apply**

Eligible candidates applying for the Secretary position should email their profile/resume to secretary@transearchindia.com and those applying for Chief Executive position should email their profile/resume to chiefexecutive@transearchindia.com

Candidates employed in ICSI may also be considered subject to fulfillment of the conditions. The Core-Group/Interview Board constituted for the purpose reserves the right to reject the name of any candidate at any stage without assigning any reason whatsoever. The right to consider the candidature of others identified through professional search process is reserved.

The last date of submission of the resume/profile is the 30th March 2012.