

CS Executive Entrance Test (CSEET)

Prospectus



**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)

About ICSI

The Institute

The Institute of Company Secretaries of India (ICSI) is a premier national professional body constituted under an Act of Parliament, namely the Company Secretaries Act, 1980 (Act No. 56 of 1980) to regulate and develop the profession of Company Secretaries.

The ICSI provides top-quality education to the students of Company Secretaries (CS) Course and has set and maintains best quality standards for CS members. The ICSI has on its rolls more than 59,000 qualified CS members including over 11,000 members holding certificate of practice. Around 3,00,000 students are presently pursuing the Company Secretaryship Course.

Motto

“सत्यं वद । धर्मं चर ।
इष्टार्थं कुरु तत्राद्येन विधिना”

Vision

“To be a global leader in promoting
good corporate governance”

Mission

“To develop high calibre professionals facilitating
good corporate governance”

CS Executive Entrance Test (CSEET)

Introduction

ICSI introduces CS Executive Entrance Test (CSEET) in place of Foundation Programme

To meet the stakeholders' expectations and to further enhance the quality of future members is the prime objective of the Vision New ICSI 2022. *The Company Secretaries (Amendment) Regulations, 2020* require introduction of CS Executive Entrance Test (CSEET) in place of the Foundation Programme. With the introduction of CSEET from February 3, 2020, new registration to the Foundation Programme has ceased to exist w.e.f. February 3, 2020, CSEET is the only qualifying entrance test for registration to the CS Executive Programme. CSEET has been introduced keeping in view the diverse academic standards of students seeking admission in the Company Secretaryship Course, to attract meritorious students and to test their aptitude for the Company Secretary profession. The candidates appearing/passed in class 12th examinations shall be eligible for appearing in the CSEET. All the students seeking admission in the Company Secretary Course including graduates/ post graduates, etc. shall be required to qualify the CSEET from February 3, 2020 onwards. The process of selecting meritorious candidates through CSEET will enhance the quality of future members to meet the expectations of the industry and the regulators.

Regulation 20(1)(ii) of the Company Secretaries (Amendment) Regulations, 2020 contains the provisions of CSEET.

Passing of CS Executive Entrance Test (CSEET) is mandatory for all candidates to register for CS Executive Programme, except a few exempted categories of candidates.

The students appearing in CSEET will be examined under the following subjects:

- (i) Paper 1 : Business Communication (50 marks)
- (ii) Paper 2 : Legal Aptitude and Logical Reasoning (50 marks)
- (iii) Paper 3 : Economic and Business Environment (50 marks)
- (iv) Paper 4 : Current Affairs, Presentation and Communication Skills (Viva Voce) (50 marks)

The CSEET will consist of an On-line Computer Based Examination and Online Viva Voce.

Eligibility Conditions

- A candidate passed / appearing in the Senior Secondary (10+2) Examination or equivalent thereto is eligible to appear in the CSEET.
- All Graduates/ Post Graduates who were hitherto eligible for registration directly to CS Executive Programme, are also required to pass the CSEET to become eligible for registration to Executive Programme.

Exemptions

- Candidates who have passed CS Foundation Programme are exempted from CSEET without any payment of exemption fee.
- Candidates who have passed the Final Examination of The Institute of Chartered Accountants of India (ICAI) and/or The Institute of Cost Accountants of India (ICMAI) are exempted from CSEET and shall pay ₹5,000 (Rupees Five Thousand Only) towards exemption fee at the time of Registration to CS Executive Programme.

Pattern of the CSEET

The Institute will conduct CS Executive Entrance Test based on Objective Type / Multiple Choice Questions and viva-voce for testing listening, written communication and oral communication skills. There are four papers in CS Executive Entrance Test. Each paper contains objective type multiple choice questions having one or more marks each with four options with one correct answer. The duration of the Test shall be 120 minutes and viva-voce on Presentation and Communication Skills of 15 Minutes.

Duration of the CSEET

Computer Based Test (CBT)

- Test of 120 Minutes duration will be conducted at designated Test Centres. It will be a Computer Based Test (CBT) conducted in MCQ pattern as per the following details:

<i>S. No.</i>	<i>Subject</i>	<i>No. of Questions</i>	<i>Marks</i>
1.	Business Communication	35	50
2.	Legal Aptitude and Logical Reasoning	35	50
3.	Economic and Business Environment	35	50
4.	Current Affairs	15	20
	Total	120	170

Viva Voce

- The Presentation and Communication Skills (Viva Voce) of 15 Minutes for 30 Marks will be conducted simultaneously with or immediately after the MCQ based CBT through on-line mode using artificial intelligence (AI) or through recorded videos at the designated Test Centres.

Final Score

- The final score will be computed by adding the marks secured by candidates in both the Tests (CBT and Viva-Voce) out of a total of 200 marks.

CSEET Passing Criteria

- Candidates shall be declared 'PASS' in CSEET on securing 40% marks in each paper and 50% marks in the aggregate.

Registration to Executive Programme

- Candidate has passed Senior Secondary Examination (10+2 system) conducted by an examining body constituted by law in India or an examination recognised by the Central Government or State Government or equivalent thereto for the purposes of admission to Bachelor's degree course; and
- Candidate has passed Company Secretary Executive Entrance Test (CSEET) conducted by the Institute. The date of result of CSEET should not be older than one year prior to the date of such registration.

Test Centres

- The examination will be held at multiple test centres across the country to ensure that the CSEET is conducted on a single day for all the registered candidates.

Schedule of Registration and Conduct of CSEET

The CSEET will be held on quarterly basis as per the indicative schedule given below:

<i>Month of Examination</i>	<i>Period During which candidates can register for CSEET</i>	<i>Date** of examination for CSEET</i>	<i>Last Date for Declaration of Results (Tentative)</i>	<i>Cut-off date of registration in CS Executive Program</i>
May	21st January* to 15th April	On Saturday (which is close to 10th May)	By 20th May	31st May (for appearing in both modules of Executive Program in December session in same year)
July	21st May to 15th June	On Saturday (which is close to 10th July)	By 20th July	31st July (for appearing in single module of Executive Program in December session in same year)
November	21st July to 15th October	On Saturday (which is close to 10th November)	By 20th November	30th November (for appearing in both modules of Executive Program in June session in next year)
January	21st November to 15th December	On Saturday (which is close to 10th January)	By 20th January	31st January (for appearing in single module of Executive Program in June session in same year)

* For first CSEET examination in May 2020 the registration window is open till 15th April, 2020.

** The Institute reserves its right to amend the above schedule.

Fee for Registration to CSEET

- The Registration Fees for appearing in CSEET is ₹1,000/- (Rupees One Thousand Only) per student per appearance. The concession in fee shall be applicable to various categories of students as per details given below:

<i>Category</i>	<i>Concession</i> <i>(as percentage of Registration Fee applicable)</i>
SC/ST	50%
Physically Handicapped	50%
Wards and Widows of Martyrs and Defence Service Personnel with Permanent Disability	100%
Serving / Retired Personnel of Defence Services and Paramilitary Forces	50%
ICSI Staff and Wards / Spouse of ICSI Staff	75%
ICLS Officers/ Officers & Staff of MCA and affiliated offices (NCLT, SFIO and CCI)	100%
Students from North Eastern States, Andaman & Nicobar Islands, Lakshadweep & Himachal Pradesh	50%
Students from the Union Territories of Jammu & Kashmir and Ladakh	100%

Allocation of Marks/Duration/ No. of Questions

<i>Subjects</i>	<i>Number of MCQs (Paper wise)</i>	<i>Maximum Marks</i>	<i>Duration</i>
Business Communication	35	50 Marks (15 MCQs x 2 Marks each) (20 MCQs x 1 Mark each)	120 Minutes
Legal Aptitude and Logical Reasoning	35	50 Marks (15 MCQs x 2 Marks each) (20 MCQs x 1 Mark each)	
Economic and Business Environment	35	50 Marks (15 MCQs x 2 Marks each) (20 MCQs x 1 Mark each)	
Current Affairs	15	20 Marks (5 MCQs x 2 Marks each) (10 MCQs x 1 Mark each)	
Total	120 MCQs	170 Marks	
Presentation and Communication Skills (Viva Voce)	Variable Number of Questions	30 Marks	15 Minutes

- *There will be no negative marking in the CSEET.*
- *Candidates are expected to be conversant with the amendments/changes in the CSEET subject contents up to one month preceding the date of Examination.*

Registration Process

The steps for registration for CSEET are as under:

- Step 1 : In order to Register for “CSEET”, type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on “Online Services”
- Step 2 : Click on the link https://smash.icsi.in/Scripts/CSEET/Instructions_CSEET.aspx for registration for CSEET.
- Step 3 : Fill Basic Details
- Step 4 : Fill Qualification Details
- Step 5 : Fee Details
- Step 6 : Upload Mandatory Documents*
- Step 7 : Preview Application
Click on “Confirm Application” button after previewing
- Step 8 : Payment Mode Selection
- Step 9 : Transaction Id Generation. Note transaction Id for future reference.

On successful payment, candidate will be registered in CSEET and same will be intimated through email/SMS on registered email id/mobile number. Candidate can appear for the CSEET as per the schedule sent through email/SMS.

**Mandatory document to be uploaded by the students at the time of registration for CSEET:*

- *Photograph of the candidate (size 20kb to 50kb)*
- *Signature of the candidate (size 10kb to 20kb)*
- *DOB Certificate (10th pass certificate)*
- *Admit Card/ Hall Ticket for 10+2 Examinations (if appearing) or 10+2 Pass Certificate/ Mark Sheet*
- *Category Certificate (for availing Fee Concession)*
- *Identity proof (Aadhar card/passport/voter ID /pan card/driving license/ration card)*
- *All the files to be uploaded while registering for CSEET should be present in one of the formats viz. jpg, jpeg, png, gif, bmp, pdf.*
- *The maximum allowed file size is 2 MB.*

SYLLABUS

Paper - 1

Business Communication

Objective:

- To test the knowledge of the candidates pertaining to essentials of English Grammar and critical aspects of Business Communication.

Total Marks : 50

<i>S. No.</i>	<i>Topic</i>	<i>Sub Topic</i>
1	Essentials of Good English	<ul style="list-style-type: none">English Grammar and its usage-Noun, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjection, Voice, Articles, Tenses, Prefix and Suffix, Punctuations etc.Enriching Vocabulary-Choice of words, Synonyms and AntonymsCommon errors in EnglishWords with multiple meaningsOne word substitutionWords frequently mis-speltHomophonesIdioms and phrasesProverbsAbbreviationsPara jumblesSentence completionSentence arrangementSentence correctionForeign words and phrases commonly usedComprehension of passage and art of Summarizing

2	Communication	<ul style="list-style-type: none"> • Concept of Communication, Meaning and Significance of Good Communication • Business Communication- Principles and Process • Means of Communication- Written, Oral, Visual, Audiovisual • Choice of Modes of Communication • Communication Networks- Vertical, Circuit, Chain, Wheel, Star • Commonly used Mediums of Digital Communication- Email, SMS, Voice mail, Multimedia, Teleconferencing, Mobile Phone Conversation, Video Conferencing etc. • Listening Skills-Types, Purpose, Steps to Effective Listening, Barriers to Effective Listening and Ways to overcome the Barriers • Barriers to Effective Communication and Ways to overcome the Barriers
3	Business Correspondence	<ul style="list-style-type: none"> • Business Letters - Its Essentials, Parts, Types, Salutations • Positive Messages, Negative Messages and Persuasive Messages • Business Reports, Inter and Intra-departmental Communication- Office Orders, Office Circulars, Memorandum, Office Notes, Management Information System (MIS) • Concept of Web, Internet and E-correspondence • Intranet- Benefit and Purpose • Email - Features, Procedure to Write a Formal Email, Email Etiquettes • Essential Elements of Email- Subject line, Formal Greeting, Target Audience (Reader), Clarity and Conciseness, Formal Closing, Proof reading, Feedback • Advantages and Disadvantages of Email
4	Common Business Terminologies	<ul style="list-style-type: none"> • Terms defined under various Laws, Rules and Regulations including Financial and Non-Financial terms and expressions.

Paper - 2

Legal Aptitude and Logical Reasoning

Objective:

- To test basic understanding of Laws, Legal Aptitude and Logical Reasoning skills.

Total Marks – 50

Part A - Legal Aptitude (25 Marks)

Part B - Logical Reasoning (25 Marks)

<i>S. No.</i>	<i>Topic</i>	<i>Sub Topics</i>
Part A - Legal Aptitude (25 Marks)		
1	Indian Constitution	<ul style="list-style-type: none">PreambleCitizenshipFundamental Rights and Fundamental DutiesDirective Principles of State PolicyState under ConstitutionPresident and GovernorsCouncil of Ministers and Prime MinisterLok Sabha, Rajya Sabha and Legislative Assembly, Legislative CouncilSupreme Court and High CourtsLandmark Amendment in ConstitutionList of subjects-Centre, State and Concurrent
2	Elements of General Laws (Indian Contract Act and Law of Torts)	A. Law of Contract <ul style="list-style-type: none">Offer, Acceptance, Consideration and Competency to Contract.AgreementTypes of Contract: Void, Voidable, UnenforceablePerformance of ContractFrustration of ContractQuasi ContractBreach of Contract and Remedies

		<p>B. Law of Torts</p> <ul style="list-style-type: none"> • Basics of Torts • Specific Defenses • Nuisance and Negligence • Strict, Absolute and Vicarious Liability • Trespass • Malicious Prosecution
3	Elements of Company Secretaries Legislation	<ul style="list-style-type: none"> • The Institute of Company Secretaries of India • Vision, Mission, Motto and Core Values of the Institute • Company Secretary under Company Secretaries Act, 1980. • Functions of Company Secretary under the Companies Act, 2013 • Role of Company Secretary in Employment • Role of Company Secretary in Practice
4	Elements of Company Law	<ul style="list-style-type: none"> • Meaning and Nature of Company • Types of Companies • Incorporation of a Company • Types of capital • Board of Directors -(Concept, Appointment and Removal of Directors) • Board Meetings & Shareholders Meetings • Corporate Social Responsibility • Business Ethics • Ethical Dilemma
5	Legal Reasoning	<ul style="list-style-type: none"> • Legal Fundamentals and Terms • Legal Problems – Reading and understanding a case • Legal Terminology and Maxims • Legal Reasoning- <ul style="list-style-type: none"> (a) Reasoning by Analogy (b) Inductive and Deductive Reasoning • Questions of Fact (or factual issues) • Questions of Law (or legal issues) • Landmark Judgments of Supreme Court and High Court • Reading Comprehension

Part B - Logical Reasoning (25 Marks)

6	Logical Reasoning	<ul style="list-style-type: none">• Calendars• Cause and Effect Reasoning• Clocks• Coding and Decoding• Deriving Conclusion from Passages• Drawing Inference• Number Test• Sequence and Series• Statement and Assumptions
7	Verbal Reasoning	<ul style="list-style-type: none">• Alphabet Test• Alpha Numeric Sequence Puzzle• Analogy• Assertion and Reason• Blood Relations• Decision Making• Inserting Missing Characters• Logical Sequence Test• Logical Venn Diagram• Number, Ranking and Time Sequence Test• Syllogism• Truth Tellers and Liars
8	Non-Verbal Reasoning	<ul style="list-style-type: none">• Analytical Reasoning• Classification• Completion of Incomplete Pattern• Figure Matrix• Grouping of Identical Figures• Mirror Image• Rule Detection• Numeric and Alphabet Series

Paper - 3

Economic & Business Environment

Objective:

- To test understanding on concepts of Micro & Macro Economics with a focus on Indian economic system.
- To test understanding on various crucial elements of business environment.

Total Marks - 50 Marks

Part A- Economics (25 Marks)

Part B - Business Environment (25 Marks)

<i>S. No</i>	<i>Topic</i>	<i>Sub-topics</i>
Part A - Economics (25 Marks)		
1	Basics of Demand and Supply and Forms of Market Competition	<ul style="list-style-type: none">• Theory of Demand and Supply• Equilibrium Price• Elasticity of Demand and Supply and other related concepts• Increase and Decrease in Demand and Expansion and Contraction of Demand• Forms of Market Competition- Monopoly, Duopoly, Oligopoly, Perfect Competition and Monopolistic Competition
2	National Income Accounting and Related Concepts	<ul style="list-style-type: none">• Meaning and methods to compute National Income• Key variables of National Income (GNP, GDP, NNP, NDP etc.)
3	Indian Union Budget	<ul style="list-style-type: none">• Key terminologies / heads covered under the budget• Revenue and Capital Budget• Major components of Revenue and Capital Budget• Meaning of Fiscal Deficit• Components/ Variables covered under Fiscal Deficit
4	Indian Financial Markets	<ul style="list-style-type: none">• Overview of Indian Financial Ecosystem• Key facets of Indian financial system• Growth of Financial Institutions• Public and private sector banks• Industrial Finance Corporation of India, Small Industries Development Bank of India

		<ul style="list-style-type: none"> • Regional Rural Banks • Cooperative Banks • Non-Banking Finance Companies • Basics of Capital Market: Types of Shares and Debentures • Financial assistance scenario for Small and Medium Enterprises and Start-Ups.
5	Indian Economy	<ul style="list-style-type: none"> • Primary (Agriculture and allied activities) • Secondary (Manufacturing) • Tertiary (Services): • Current scenario of agriculture and allied activities in India • Agricultural and Industrial Policies of India • Current scenario of services sector in India • Balance of Payments • Components of Balance of Payments • Favorable and Unfavorable Balance of Trade • Foreign Investments in India- Types and Flows
Part B – Business Environment (25 Marks)		
6	Entrepreneurship Scenario	<ul style="list-style-type: none"> • Government initiatives to foster entrepreneurship • Need for entrepreneurship in India • Bottlenecks in entrepreneurial growth
7	Business Environment	<ul style="list-style-type: none"> • Overview of Business Environment • Features and factors influencing business environment • Types of environment: Economic environment, Socio-cultural environment, Political environment, Legal and Technological environment • Ease of Doing Business Index by World Bank for India and Department for Promotion of Industry and Internal Trade (DPIIT) for States
8	Key Government Institutions	<ul style="list-style-type: none"> • Basic awareness about various institutions and regulatory bodies in India such as NITI Aayog, MCA, SEBI, RBI, IBBI, CCI, NCLT/NCLAT etc.

Paper - 4

Current Affairs, Presentation and Communication Skills (Viva Voce)

Objective:

- To test the awareness of candidates with reference to current affairs of national and international importance.
- To test the listening and writing skills of the candidates.

Total Marks - 50 Marks

Part A - Current Affairs (20 Marks)

Part B - Presentation & Communication Skills (Viva Voce) (30 Marks)

<i>S. No.</i>	<i>Topic</i>	<i>Sub Topic</i>
Part A - Current Affairs (20 Marks)		
1	Current Affairs	<p>Current affairs of national and international importance relating to:</p> <ul style="list-style-type: none">• International bodies (ASEAN, BRICS, SAARC, G-20, BIMSTEC, etc.)• Organizations like, RBI, NABARD, CCI, IBBI, IMF, OECD, ADB, World Bank, etc.• Summits and conferences• Current development in Banking and Finance (digital banking, govt. initiatives, financial inclusion, etc.)• Current development in stock markets• Recent important judgments passed by Supreme Court and High Courts of India, Tribunals• Current affairs related to CS Institute/Profession and regulatory bodies• Current updates on environment, bio-diversity, climate change and sustainable development• Latest developments in science and technology, IT, Computers and Space science• Business personalities and leaders• Committees and appointments• Art and culture• Books and their authors• Awards and honours

		<ul style="list-style-type: none"> • Sports • Current political scenario • Initiatives/ schemes of the government • Language and national symbols • Governance and ethics • International diplomacy
Part B – Presentation & Communication Skills (Viva Voce) (30 Marks)		
2	Listening Skills	<ul style="list-style-type: none"> • Questions based on audio clips <ul style="list-style-type: none"> – Monologue – Dialogue • Grammar Test • Vocabulary Test
3	Written Communication Skills	<ul style="list-style-type: none"> • Writing on a given topic • Correcting a given paragraph • Short Note writing • Essay writing • Precis writing
4	Oral Communication Skills	<ul style="list-style-type: none"> • Candidates are expected to: <ul style="list-style-type: none"> – Answer a question – Speak on a given topic – Explain the given term

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