

GUIDELINES FOR VALIDATION OF EDUCATIONAL QUALIFICATION /PASS CERTIFICATE /RESULT-CUM-MARKS STATEMENTS OF CANDIDATES FOR THEIR APPEARANCE IN COMPANY SECRETARIES EXAMINATIONS BY THE EMPLOYERS /ORGANISATIONS /EMPLOYMENT/OR PLACEMENT AGENCIES

(As approved by the Examination Committee in its 175th meeting held on 27 – 29 October, 2017)

(To be implemented w.e.f. 1st March., 2018)

1. OBJECTIVE

- 1.1 These guidelines are aimed at allowing validation of educational qualification/pass certificate/result-cum-marks statements of candidates in respect of their appearances in Company Secretaries Examinations to Government Bodies, Employers, Universities, Boards, Academic or Professional or Educational Institutions/Institutes, Foreign Universities, Employment/or Placement Agencies or any other eligible organization or body in the course of employment, training, apprentice, education or vocation as permitted by the administering authority.

2. TITLE

- 2.1 The guidelines shall be called “Guideline for Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Candidates for their Appearance in Company Secretaries Examinations by the Employers/ Organizations/Employment Agencies.

3. DATE OF COMMENCEMENT

- 3.1 These Guidelines shall come into force from 1st March, 2018.

4. ADMINISTERING AUTHORITY

- 4.1 The Examination Committee of the Council shall be the administering authority competent to add, delete, modify, amend, relax, revoke or repeal any of these guidelines and to make such changes in these guidelines as the circumstances warrant from time to time. The decision of the Examination Committee on all matters pertaining to validation of educational qualification/pass certificate/result-cum-marks statements by the Institute shall be final and binding on all concerned.

5. ELIGIBLE ORGANISATIONS

- 5.1 Any organisation or employer requiring validation of educational qualification/pass certificate/result-cum-marks statements of candidates in respect of their appearances in Company Secretaries Examinations from the Institute in the course of employment, training, apprenticeship, education or vocation or any other person or organisation or class of organisations or employer or class of employers as permitted by the administering authority.

6. PROCEDURE

- 6.1 Intending organisations/employers are required to send their application on its/their letterhead or letter mast in the prescribed format along with requisite documents and prescribed fee.
- 6.2 Complete applications in all respect shall be sent to The Secretary, The Institute of Company Secretaries of India, ICSI House, C -37, Sector 62, Institutional Area, Noida – 201 309 through speed post/courier.

7. FEE

- 7.1 Prescribed fee for seeking validation of educational qualification/pass certificate/result-cum-marks statements is Rs.500 (Rupees Five Hundred only) plus taxes, if any (**presently taxes @18%**) per application for each candidate.
- 7.2 Prescribed fee is payable by way of Demand Draft favouring ‘The Institute of Company Secretaries of India’ payable at New Delhi.
- 7.3 No fee is payable by the Government Institutions/Central Government/State Government/Public Sector Undertakings/Autonomous Bodies/Statutory Bodies. The Administering Authority may exempt the payment of prescribed fee to any person or organisation or class of organisations or employer or class of employers as it may deem fit.

8. REQUISITE DOCUMENTS

- 8.1 Every applicant organisation seeking validation of educational qualification/pass certificate/result-cum-marks statements under these Guidelines shall submit to the Institute:
- (a) Application on the Letter Head of the Organisation, duly signed by the authorised person with designation, date and Seal/Rubber Stamp in the format as prescribed in these Guidelines;

- (b) Photocopy of educational qualification/ result-cum-marks statements of the candidate in respect of all his/her appearances in the Company Secretaries Examinations, duly forwarded by the applying Organisations;
- (c) Demand Draft for prescribed fee favouring ‘The Institute of Company Secretaries of India’ payable at New Delhi.

9. GENERAL CONDITIONS

- (i) Applications complete in all respect and received in prescribed manner shall only be entertained by the Institute and incomplete applications shall be summarily rejected.
- (ii) Validation certificate issued by the Institute for any candidate shall be maintained as “Confidential Information” and the same shall not be used or parted with anyone else for any other purpose than as specially mentioned in the application by the applicant organisations/employers. A declaration to this effect shall be provided by the organisation seeking the verification of documents.
- (iii) Institute reserves its right to reject any request without citing any reason.
- (iv) Recipient organisations/employers shall be liable for indemnifying the Institute apart from any other legal/disciplinary action under any other law for the time being in force for any unauthorised use or misuse of validation certificate on their part.
- (v) Institute shall not be responsible for non-receipt of fee/application for validation or delay in despatch of certificate on or any other matter in this regard.

The Prescribed application form for validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statement of candidates can be downloaded from the URL given below:

https://www.icsi.edu/WebModules/Application_Form_Validation_of_Certificates.pdf