

**Important Instructions to be read before filling the Application Form for  
Integrated Company Secretary Course Entrance Exam**

**1. Eligibility:**

Should have passed Executive Programme of ICSI.

**2. Application procedure:**

- a. The application would be accepted online only. The last date for submission of online application is 5<sup>th</sup> September, 2017.
- b. Applications submitted after the last date will not be entertained.
- c. The non-refundable application fee of Rs. 700/- is to be paid by way of demand draft in favour of 'ICSI-CCGRT A/c' payable at Mumbai.

OR

**PayUMoney Link**

<https://www.payumoney.com/customer/users/paymentOptions/#/5CC5C752DEA07B6F2813FB0136AE4CBF/ICSI-CCGRT/103967>

- d. The following documents are to be sent to 'The Course Co-ordinator', The Institute of Company Secretaries of India (ICSI-CCGRT), Plot No: 101, Sector - 15, Institutional Area, CBD Belapur, Navi Mumbai - 400 614.
  - i. Hard copy of the filled application form
  - ii. Demand Draft of Rs. 700/-. Or PayUMoney receipt.
  - iii. Photocopies of following documents:
    - Executive Passing Certificate / Mark Statement of ICSIAll documents should be attested by a Gazetted Officer or Self Attested.
- e. It is mandatory to fill all fields. Incomplete applications will not be considered.

**3. Written Entrance Examination, GD& PI:**

- a. Written Entrance Exam and GD & PI will be held on 8<sup>th</sup> September, 2017.
- b. No TA/DA will be paid to the students for appearing entrance exam & GD & PI.
- c. The test will comprise of questions mainly of:
  - i. Reasoning
  - ii. English
  - iii. Numerical Aptitude
- d. The questions will be Multiple Choice Questions (MCQ's) only, with 4 choices for answer out of which only 1 will be the correct answer.
- e. There will be no negative marking for wrong answers
- f. Total time for the test will be 90 minutes.

**4. Course Commencement Date:**

The tentative date of commencement of course is from 12<sup>th</sup> September, 2017.

5. Filling up this admission form does not guarantee admission to the course by ICSI or CCGRT. The decision of the selection committee shall be final and binding. CCGRT will provide the assistance for the placement.

6. For any queries , kindly contact on below given helpdesk number: Phone Number:  
022 - 41021535/01/15/06 or call to  
Dr. (CA) Mukesh Jinara, Assistant Director +91 - 9829345200

7. Timings: 10:00 am to 06:30 pm (Monday to Sunday)