



ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003
Phone : 011-45341000 email : hr.dept@icsi.edu Website : www.icsi.edu

CAREER OPPORTUNITIES

The Institute of Company Secretaries of India (ICSI) is a statutory body set up under an act of Parliament, the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries in India. The ICSI invites applications for the following posts at its Headquarters at New Delhi/ Noida and Srinagar (Union Territory of Jammu & Kashmir) :-

Name of the Post & Location	Pay Level as per 7 th CPC Pay Matrix (Rs.)	Gross Salary per Annum (Rs. in Lakhs)	Max. Age (as on 01.02.2022)	No. of Posts
Joint Director (Infrastructure) (New Delhi/ Noida)	Level 12 (78800-209200)	16.07	50 years	01
Joint Director (IT) (New Delhi/ Noida)	Level 12 (78800-209200)	16.07	50 years	01
Joint Director (Finance & Accounts) (New Delhi/ Noida)	Level 12 (78800-209200)	16.07	50 years	01
Junior Executive Assistant (Srinagar)	Level 2 (19900-63200)	3.9	40 years	01

Interested candidates must **apply only through electronic application form (Online)** by clicking on the hyperlink provided at the end of this page.

The link shall be active from **09.02.2022 to 28.02.2022 (28.02.2022 is the last date for applying Online.)**

Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer.

In case you want to take a printout of the application form for your reference, please ensure that your printer is attached to your computer.

Please Note:

- (i) Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).
- (ii) Candidates interviewed for any particular post in the past one year (i.e. on or after 09.02.2021).
 - **Will not be eligible** to apply for the same post or for a post at a higher pay scale than the post he/she was interviewed for.
 - **Will be eligible** to apply for a different post at the same pay scale or for a post at a lower pay scale than the post he/she was interviewed for.
- (iii) **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the posts mentioned below is 01.02.2022.**

(1)	<p><u>JOINT DIRECTOR (INFRASTRUCTURE)</u></p> <p>No. of posts : 1 (for New Delhi/ Noida)</p> <p>Pay Level as per 7th CPC Pay Matrix : Level 12 (78800-209200) (Gross Salary per annum – Rs. 16.07 lakhs approx.)</p> <p>Maximum Age: (as on 01.02.2022) 50 years</p> <p>QUALIFICATION B.E /B.Tech in Civil Engineering or equivalent from Government recognized Universities / Institutes</p> <p>EXPERIENCE 13 year experience out of which 5 years experience in Senior Executive position</p> <p>JOB CONTENTS (indicative)</p> <ol style="list-style-type: none">1. Acquisition of premises by following due process and with both statutory & Legal compliance.2. Construction of new building / renovation of premises / additional construction in the existing building by following due process for selection of Architect and Contractor(s)3. Monitoring of the projects with cost control for timely completion with ensuring both quality and workmanship4. Processing the bills of vendors.5. Hiring of space on rent at various locations.6. Disposal of existing land / premises, wherever required by following due procedure.7. Preparation of Notes on Agenda & Minutes for different Infrastructure Committees / Executive Committee/ Council.8. Preparation of Capital budgets for projects.9. According in-principle approval for procurement of capital items other than IT for Chapter Offices and Regional Offices.
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10. Attending the queries of the auditors.

11. Any other matter as assigned by the Competent Authority from time to time.

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(2)

JOINT DIRECTOR (IT)

No. of posts : 1 (for New Delhi/ Noida)

Pay Level as per 7th CPC Pay Matrix : Level 12 (78800-209200) (Gross Salary per annum – Rs. 16.07 lakhs approx.)

Maximum Age: (as on 01.02.2022) 50 years

QUALIFICATION

MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1st or 2nd Division from recognized Institute / University

EXPERIENCE

13 year experience out of which 5 years experience in Senior Executive position

JOB CONTENTS (indicative)

1. The position seeks proven leaders, who can manage various technology stack projects of the Institute and deliver as per end user expectations.
2. Driving end to end project management for small to large size projects.
3. Software Applications pertaining to online services for stakeholders of the Institute are developed on Microsoft technologies. The incumbent should have therefore strong techno functional knowledge on .Net, SQL Server, Sharepoint, Exchange and other allied technologies and be capable to maintain and upgrade these applications.
4. Should have experience in cloud technology (IAAS/PAAS/SAAS) like Microsoft Azure OR any other similar platform.
5. Should have basic knowledge of Php, Ubuntu, Nginx and Application development experience with Python, django, mysql.
6. Hands on experience in various Mobile App development environment.
7. Good to have knowledge in Oracle ERP application or any other ERP application.
8. Solid technical background with understanding or hands-on experience in software development, automation and AI based applications.
9. Should be aware of Agile methodology applied for software development.
10. Ensure that all outsourced / in-house IT projects are delivered on-time, within scope and within budget.

11. To create, coordinate and deliver strategic project schedules, budgets, resources, milestones, change management plans, training plans and deliverable sign offs resulting in successful, on time and on budget projects that meet defined objectives for projects of all complexity levels.
12. Lead team to develop, test, support and deploy desktop, custom web, and mobile applications in various environment, keeping up with project processes and deadlines.
13. Assist junior team members in understanding and writing a quality code, conducting code reviews with developers, code refactoring. Also, assist and support projects with their technological challenges.
14. Work in a multi-project environment and if required, own the responsibility of end to end delivery.
15. Coordinate internal resources and third parties vendors for the flawless execution of projects.
16. Coordination and Overall management of the various Vendor's performance, Invoice Processing activity.
17. Development/Review of all the RFP's, technical coordination with various stakeholders, organising meetings and coordination with various user Directorates for RFP, Work Order and invoices.
18. To initiate and undertake any other related work with consultation of top Management.
19. Capable to train others.
20. To execute decisions of the Council and various related committees related to IT.

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(3) JOINT DIRECTOR (Finance & Accounts)

No. of posts : 1 (for New Delhi/ Noida)

Pay Level as per 7th CPC Pay Matrix : Level 12 (78800-209200) (Gross Salary per annum – Rs. 16.07 lakhs approx.)

Maximum Age: (as on 01.02.2022) 50 years

QUALIFICATION

A Graduate degree in Commerce from a recognized University and Membership of ICSI/ICAI/ICAI(Cost)/ Two years full-time Post Graduate Degree / Diploma in Management with specialization in Finance from Government recognized Universities / Institutes

EXPERIENCE

13 year experience out of which 5 years experience in Senior Executive position

JOB CONTENTS (indicative)

The incumbent shall be responsible for: -

1. Well conversant with the various aspects of Finance & Accounts, developing financial plan with comprehensive & viable financial model for the organization and developing effective control & reporting systems.
2. Analyzing of financial data and presenting financial reports in an accurate and timely manner with preparation of monthly, quarterly, and annual financial statements; monitor progress and changes
3. Maintenance of Books of Accounts, Consolidation of Annual Accounts of the organisation along with various Regions & Chapters and Statutory Audit thereon
4. Preparation of Annual Budget & Budgetary Controls.
5. Monitoring of RC/Chapters claims (Capital & Revenue), Grants, Reimbursements, and payment thereof.
6. Monitoring Internal Audit activities
7. Monitoring of the Processing of all third Parties bills/ claims/ advances and settlement thereof and Scrutiny of Creditors Control Ledger Accounts
8. Monitoring of Filling of Annual Income Tax Returns of the Institute & various Trusts
9. Monitoring Income Tax / GST and other related laws for compliances in day to day working of the organisation
10. Knowledge of ERP system along with previous work experience in managing Enterprise Resource Planning (ERP) Systems on various modules thereon

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(4) JUNIOR EXECUTIVE ASSISTANT

No. of posts : 1 (for Srinagar, Union Territory of Jammu & Kashmir)

Pay Level as per 7th CPC Pay Matrix : Level 2 (19900-63200) (Gross Salary per annum – Rs. 3.9 lakhs approx.)

Maximum Age: (as on 01.02.2022) 40 years

QUALIFICATION

Graduate in Commerce

EXPERIENCE

Minimum 2 years of experience

JOB CONTENTS (indicative)

1. To take day-to-day decisions for smooth working of the Chapter office and to improve the services of members/students in consultation with the Chairman
2. To operate the bank accounts jointly with the office bearers of the Chapter with certain monetary limits, as may be decided by the Regional Council/Chapter

	<p>3. To initial all the receipt & payment vouchers before placing the same to the Chairman/Treasurer for approval</p> <p>4. To attend all the meetings of the Managing Committee of the Chapter and to assist the Secretary in drafting the agenda/minutes</p> <p>5. To strictly follow the purchase procedure/manual for procuring the material/services. While effecting the purchases, the proprietary aspect of sending all the expenses irrespective of its nature need to be specifically looked into</p> <p>6. To authenticate all the MIS reports or the reports required to be sent to various Directorates of the Headquarters</p> <p>7. Such other duties as may be assigned from time to time by the Headquarters of the Institute</p> <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p>
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CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 28th February,2022

1	<p>Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post(s). In case it is found at any stage of recruitment that an applicant does not fulfill Eligibility Criteria and/ or that he has furnished any incorrect / false information / certificate(s)/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. Even if any of these shortcomings is/ are detected after appointment his/her services are liable to be terminated. Applicants must fill the online Form very carefully. Applications which are incomplete or vague (i.e. details relating to qualifications / experience etc.) or applications not in the prescribed format will be rejected summarily, hence candidates are advised to ensure that all the relevant fields mentioned in the on-line Resume Form are duly completed in all respects.</p>
2	<p>Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding test /interview. In case, a candidate does not have a valid personal email address, he/she should create his/her new email address before applying Online. "ICSI" reserves the right to communicate with the applicant through e-mail and not by post.</p>
3	<p>All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested not to send the hard copy of their online application Form/ CV's /Certificates to the Institute. The original documents would be required for verification only at the time of Interview. Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.</p>
4	<p>The percentage obtained in various degrees/ diplomas should be rounded off to the lower whole number. For eg. 49.3% or 49.8% should be entered as 49% & not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages.</p>
5	<p>While Filling the Online Resume Form :-</p> <ol style="list-style-type: none"> 1. Don't enter Special Characters like " " ' ' / & etc. 2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc. 3. Upload a resume file which does not exceed 100 KB.

GENERAL CONDITIONS

1	Candidates who are working in a Central/State Government/ Autonomous/ Statutory Body/PSU would be required to produce a 'No Objection Certificate' from their present employer for verification at the time of interview failing which they will not be allowed to appear for the interview.
2	All educational qualifications must have been obtained from recognized universities / Institutions in India or abroad. The courses offered by autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU)/UGC/AICTE.
3	Mere submission of application / fulfilment of eligibility conditions will not confer any right on the candidate to be shortlisted / called for written test/ interview. The "ICSI" reserves the right to call for written test/ interview only those candidates who in its opinion are most suitable for the post. The "ICSI" also reserves the right to reject any or all the applications without assigning any reason thereof. The decision of The "ICSI" in all matters regarding Eligibility, shortlisting of candidates, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.
4	Reservation policy will be applicable as adopted by the "ICSI" in its Service Rules.
5	The "ICSI" reserves the right to fix minimum eligibility standard/bench mark and restrict the number of candidates to be called for interview taking into account various factors like number of vacancies, performance of the candidates etc., and decide to determine the qualifying marks for selecting candidates for interview. The "ICSI" also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for written test/ interview. The decision of the "ICSI" in this regard shall be final and binding and no correspondence in this regard would be entertained with the candidates.
6	The "ICSI" reserves the right to increase/decrease the number of vacancies for any post, as advertised as per its requirement or not to fill up any posts as per its requirement or even cancel the whole process of recruitment without assigning any reason.
7	The "ICSI" also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
8	The "ICSI" reserves the right to offer or appoint the candidate on the post/grade lower than the post / grade advertised or applied by the candidate.
9	The candidates cannot have any right or preference for posting in any particular State/ city of his choice as the selection and posting is on All India basis. The Institute's decision would be final in all these cases and the candidates are liable to be posted or transferred anywhere in India.
10	Proficiency in Computer Applications is essential for all the above post(s).
11	For attending the interview to & fro train fare will be reimbursed by the shortest route to the outstation candidates, as per rules of the "ICSI". However no Travel Allowance shall be reimbursed for attending the written test.
12	The "ICSI" takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
13	Canvassing in any form will straightway disqualify the candidature.

14	Internal candidates should forward their application through their respective Heads of Departments after meeting the criteria as laid down in the ICSI Service Rules.
15	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

[Online Resume submission \(Click Here\)](#)

In case of any query please email at the below mentioned email address :

The HR Directorate
The Institute of Company Secretaries of India
New Delhi
Email : hr.dept@icsi.edu
website : www.icsi.edu.