

ICSI - MEGA PLACEMENT DRIVE 2019

Dear Sir/Madam,

Greeting from the Institute of Company Secretaries of India!!!

The Institute of Company Secretaries of India (ICSI) is a statutory body established under an Act of Parliament to develop and regulate the profession of Company Secretaries in India. It functions under the jurisdiction of the Ministry of Corporate Affairs, Government of India, Headquartered at New Delhi with Regional Offices in Mumbai, Kolkata, New Delhi and Chennai and 74 Chapters across various cities in India. The ICSI has on its rolls has over 57500 qualified members both in Employment and in Practice.

The Institute regularly organizes Mega Placement Drives in every region of ICSI and one such Mega Placement Drive is being organized in May 2019 in a planned and coordinated manner for recruitment of Company Secretaries.

As per Section 203 of Companies Act 2013 read with Rule 8 & 8A of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, it is necessitated that every listed company and every other public company having paid up capital of Rs. 10 crores or more to appoint the Company Secretary as a Key Managerial Personnel (KMP). A Company other than a company covered under rule 8 which has a paid up share capital of Rs. 5 Crore or more shall have a whole-time Company Secretary.

The Institute invites your esteemed organization to participate in the ICSI Mega Placement Drive, for recruiting Company Secretary for your organization. The Company Secretaries who got their ACS membership on or after 1st January 2018 till 30th April 2019 shall participate in the drive.

Region wise schedule of Mega Placement Drive 2019:

Date & Day of Interview	Address of Regional Offices	Placement Coordinator and Contact Person
WIRO (WESTERN INDIA REGIONAL OFFICE)		
04 th May, 2019 Saturday	ICSI Western India Regional Office, 13, 56, 57, Jolly Maker Chambers No. II, (1 st & 5 th Floor) Nariman Point, Mumbai - 400021	Dr. Rajesh Kumar Agrawal, Regional Director – WIRC Ms. Archana K Sawant, Executive Admin Ph: 022 – 61307913; (M) 9970320202 E-mail: archana.sawant@icsi.edu
NIRO (NORTHERN INDIA REGIONAL OFFICE)		
17 th May, 2019 Friday	ICSI – NIRC Building, Plot No. 4, Prasad Nagar Institutional Area, New Delhi - 110005	Mr. K. C. Kaushik, Regional Director – NIRC Mr. Himanshu Sharma, Exe. Admin Ph: 011-49343000/49343007; (M) 9810867263 E-mail: niro@icsi.edu; himanshu.sharma@icsi.edu
EIRO (EASTERN INDIA REGIONAL OFFICE)		
18 th May, 2019 Saturday	ICSI Eastern India Regional Office, 3A, Ahiripukur 1 st Lane, Kolkata – 700019	Mr. DVNS Sarma, Regional Director – EIRC Mr. Tamal Kar, Assistant Director Ph: 033 – 22901065/22832973; (M) 9051258797 E-mail: eiro@icsi.edu; tamal.kar@icsi.edu
SIRO (SOUTHERN INDIA REGIONAL OFFICE)		
17 th May, 2019 Saturday	ICSI Southern India Regional Office No. 9, Wheat Crofts RY Nungambakkam, Chennai – 6000034	Ms. Sarah Arokiaswamy, Regional Director – SIRC Mr. C. Murugan, Senior Executive Assistant Ph: 044 – 28279898 / 25268685; (M) 9443796311 E mail: siro@icsi.edu; chelliah.murugan@icsi.edu



MODALITIES:

1. You are requested to kindly register through the link <http://bit.ly/RegistrationFormIMPD2019> to participate in the Placement Drive.
2. Placement process would start at 10:00 AM on the scheduled date. The allotted slot would be intimated to you by the respective ICSI Regional Offices after receipt of your confirmation for participation in the MEGA PLACEMENT DRIVE. Allotment of time slot to organizations would be based on availability and sole discretion of the Institute.
3. The participating Companies/ Firms are required to send the offer of appointment to the Candidate through the Institute only. The Companies/ Firms participating in the Placement Drive are required to submit the list of shortlisted candidates in the format given by ICSI, duly signed on the same day of drive.
4. On Spot offers would be highly solicited.
5. No TA/DA would be paid to organizations.

CS Ranjeet Pandey
President, The ICSI

CS Ashok Kumar Dixit
Officiating Secretary, The ICSI

CS Praveen Soni
Council Member & Chairman,
Placement Committee

Mr. Ritesh Kumar
Deputy Director, The ICSI

For details contact : Ph: 0120-4082124; E-mail: placement.ho@icsi.edu

VISION

"To be a global leader in promoting good corporate governance"

ICSI Motto

सत्यं वद। धर्मं चर। इष्टकारं कुरु। तृप्तये। बहिर्वेदं ह्यु कुरु।

MISSION

"To develop high calibre professionals facilitating good corporate governance"



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

Headquarters

ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003

tel 011-45341000, 4150 4444 fax +91-11-2462 6727

email info@icsi.edu website www.icsi.edu

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