



**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)



Vision

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

Motto

सत्यं वद। धर्मं चर। इष्टकारं कुरु। तृप्तये त्वेष्टे त्वेष्टे।

Mission

"To develop high calibre professionals facilitating good corporate governance"

Engagement of Consultants on Contract basis for Dte. of PD (New Delhi)

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 post on contractual basis:-

S. No	Name of Vacancy	PLACE OF POSTING	Number of Vacancies	Qualification
1.	Consultant (on contract)	Dte. of Professional Development, (New Delhi)	01	Associate Member of the Institute of Company Secretaries of India

Experience: Post Qualification Experience more than 2 years

Remuneration (consolidated): Rs. 50,000/- per month

Maximum Age: 35 years (As on 01.11.2022)

PERIOD OF CONTRACT: The tenure for the position will be initially for a period of one year. The period of contract may be extended every year up to a maximum period of two more years based on the performance and the requirement.

Apply on: <https://placement.icsi.edu/PlacementApp/> (7th November 2022 to 21st November 2022)

Work Profile:	Skills:
<ul style="list-style-type: none">➤ Preparation of publications, draft formats of the Certificates/Reports under various Laws, Rules & Regulations, etc.➤ Academic work involved in the organization of various capacity building/training programs, national programs, webinars, etc.➤ Assistance in the administrative work involved in the organization of various capacity building/training programs, national programs, webinars, etc.➤ Preparation of Directorate specific Agenda/Minutes for meetings of Committees and the Council of the Institute➤ Interpretation of the Guidelines of the Institute and resolving members queries➤ Strengthening of the various Guidelines of the Institute➤ Work relating to ECSIN, UDIN, CPE and PCS Portal	<ul style="list-style-type: none">➤ Sound academic knowledge➤ Good drafting skills➤ Excellent communication skills (Oral and Written)➤ Command over MS Office (Word, Excel, Power Point, etc.)➤ Ability to interpret Acts, Rules, Regulations, Guidelines, etc.

- The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is **01.11.2022**.
- The candidates who were/are employed as Consultant (on contract) at ICSI are not eligible for applying the above post.
- The "ICSI" reserves the right to increase/decrease the number of vacancies for the post, as advertised as per its requirement or not to fill up the above post as per its requirement or even cancel the whole process of recruitment without assigning any reason.

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