



ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003  
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### 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 post on contractual basis:

S. No	Name of Post	No. of Post(s)	Place of Posting	Remuneration (consolidated)	Max. Age (as on 01.10.2022)
1	Consultant (on contract)	01	New Delhi	Rs. 50,000/- per month	35 years

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 **12.10.2022 to 18.10.2022 (18.10.2022 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 the candidates should satisfy themselves regarding eligibility criteria required for the said post.
- (ii) **The selected candidates will be required to be present at their respective place of posting during all working days and adhere to the normal working hours of ICSI.**
- (iii) **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the post mentioned above is 01.10.2022.**

1	<b>Consultant - On Contractual Basis</b>  <b>NO. OF POST : 01</b>  <b>COMPENSATION</b> The Consolidated remuneration will be Rs. 50,000/- per month  <b>MAXIMUM AGE</b> (as on 01.10.2022) : 35 years
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**PLACE OF POSTING**

New Delhi

**PERIOD OF ENGAGEMENT**

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

**QUALIFICATION**

MBA / PGDBM / Post Graduate Degree / PG Diploma (of at least 1 year duration) in Journalism or Mass communication or its equivalent

**EXPERIENCE**

Post Qualification Experience of 4 years or more

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

**WORK PROFILE:****Managing ICSI Social Media Accounts**

- Assist in the formulation of strategies for increased Brand awareness through Social Media management
- Tracking ICSI Social Media pages of ICSI (Facebook, Twitter, LinkedIn, YouTube, Instagram)
- Uploading and updating the ICSI initiatives / Posts on ICSI Social Media Pages on real time basis

**. Content creation**

- Monitor the ongoing ICSI presence on social media (Twitter, Facebook etc.) and suggest of action plan for increasing likes/ views/ engagements
- Suggest and Implement SEO through keyword, image optimization etc.
- Designing of content

**Digital Advertisement**

- Assist and coordinate for online advertisements through Google Adwords, Facebook etc. to increase brand awareness
- Measure performance of digital marketing efforts using a variety of Web analytics tools (Google Analytics, Web Trends etc.)
- Digital Campaign on Social media and on educational website

**Website Updation**

- Assist in Managing Look and Feel of ICSI Website Home Page
- Updating clippings on Media Centre, Photo Memoirs, Video flash and Photo memories on ICSI Website
- Maintaining archive of photographs of President, ICSI and the Institute for all major ICSI events

**Stock Management**

- Photographic memoir / Video Albums
- Managing stock of Media Kits, ICSI Brand Items etc.,

**Skills:**

- Knowledge of digital tools
- Strong work ethic
- Good Communication skills
- Computer savvy

**CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 18<sup>th</sup> October,2022**

1	<b>Before applying for the above post the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post.</b> 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. <b>Applicants must fill the online Form very carefully.</b> 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.
2	<b>Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding interview.</b> 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.
3	All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested <b>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 at the time of Interview.</b> Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.
4	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.
5	<b>While Filling the Online Resume Form :-</b>  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	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.
2	Mere submission of application / fulfilment of eligibility conditions will not confer any right on the candidate to be shortlisted / called for interview. The "ICSI" reserves the right to call 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.
3	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 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.
4	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.
5	The "ICSI" also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
6	Proficiency in Computer Applications is essential for the above post.
7	No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion
8	The "ICSI" takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
9	Canvassing in any form will straightway disqualify the candidature.
10	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

**FOR APPLYING ONLINE, click on the link below  
OR**

**Copy, Paste and Enter the link on the address bar of the internet Explorer / Google Chrome**

<http://www.icsi.in/recruitment/>

**(Note : 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 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](mailto:hr.dept@icsi.edu)  
website : [www.icsi.edu](http://www.icsi.edu).