Online Registration for Recruitment of Company Secretaries

ICSI-MEGA PLACEMENT DRIVE 2022 (Virtual)

Interviews will be conducted Online

Link to Register: https://forms.gle/raeKY4jdnxNxBuYT8

Dear Sir/Madam,

Greetings 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 viz. The Company Secretaries Act, 1980 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, with its Headquarters at New Delhi and Regional Offices in Mumbai, Kolkata, New Delhi and Chennai. Besides, there are 72 Chapters across various cities in India. The ICSI on its rolls has over 65,000 qualified members in Employment and Practice.

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

ICSI regularly organizes Mega Placement Drives (Virtual) in every region of ICSI. One such Mega Placement Drive (Virtual) is being organized in January 2022 for placement of Company Secretaries. ICSI invites your esteemed organization to participate in the ICSI Mega Placement Drive (Virtual), for recruiting Company Secretary(ies) for your organization.
## Region wise schedule of Mega Placement Drive 2022 (Virtual)

<table>
<thead>
<tr>
<th>Date &amp; Day of Interview</th>
<th>Address of Regional Offices</th>
<th>Placement Coordinator and Contact Person</th>
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</table>
| **WIRO (WESTERN INDIA REGIONAL OFFICE)** | ICSI Western India Regional Office  
13, 56, 57 Jolly Maker Chambers No. II,  
(1st & 5th Floor), Nariman Point,  
Mumbai - 400 021 | Dr. Rajesh Kumar Agrawal, Regional Director- WIRC  
Ms. Archana K Sawant, Executive Admin  
Ph: 022 – 61307913; (M) 9970320202  
E-mail: wiro@icsi.edu; archana.sawant@icsi.edu |
| **NIRO (NORTHERN INDIA REGIONAL OFFICE)** | ICSI Northern India Regional Office  
Plot No. 4, Prasad Nagar Institutional Area,  
New Delhi - 110 005 | Mrs. Sonia Baijal, Regional Director – NIRC  
Mr. Himanshu Sharma, Assistant Director  
Ph: 011- 49343000/49343007; (M) 9810867263  
E-mail: niro@icsi.edu; himanshu.sharma@icsi.edu |
| **EIRO (EASTERN INDIA REGIONAL OFFICE)** | ICSI Eastern India Regional Office  
3A, Ahirepukur 1st Lane,  
Kolkata – 700 019 | Dr. Tapas Kumar Roy, 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)** | ICSI Southern India Regional Office  
No. 9, Wheat Crofts Road,  
Nungambakkam,  
Chennai – 600 034 | Mr. DVNS Sharma, Regional Director – SIRC  
Mr. Chelliah Murugan, Executive Admin  
Ph: 044 – 28279898 / 28268685; (M) 9443796311  
E-mail: siro@icsi.edu; chelliah.murugan@icsi.edu |

### MODALITIES:

1. You are requested to register through the link [https://forms.gle/raeKY4jdNxNxBuYT8](https://forms.gle/raeKY4jdNxNxBuYT8) to participate in the MEGA PLACEMENT DRIVE (VIRTUAL).
2. Placement process would start at 10:00 AM on the scheduled dates. The allotted slots would be intimated to you by the respective ICSI Regional Office after receipt of your confirmation for participation in the MEGA PLACEMENT DRIVE (VIRTUAL).
3. Allotment of time slots to organizations / Firms would be based on availability and at the sole discretion of the Institute.
4. Participating Organizations / Firms are required to send the offer of appointment to the Candidate(s) through the Institute only.
5. Participating Organizations/ Firms in the MEGA PLACEMENT DRIVE (VIRTUAL) are required to submit the list of shortlisted candidates in the format given by ICSI, duly signed, on the same day of the placement drive.
6. On the Spot offers would be highly solicited.
7. No TA/DA would be paid to organizations / Firms.
8. For more details contact: Ph: **0120-4082124**; E-mail: placement@icsi.edu

**CS Nagendra D. Rao**  
President, The ICSI

**CS Dr. Ahalada Rao Vummenthal**  
Council Member &  
Chairman, Placement Committee

**CS Asish Mohan**  
Secretary, The ICSI

[QR Code: Scan for more details]