



**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)

**75**  
Azadi Ka  
Amrit Mahotsav

**VISION**

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

**ICSI Motto**

सत्यं वद। धर्मं चर। इष्टं कुरु। तपते। अविदुः स्युः। कुरु। कुरु।

**MISSION**

"To develop high calibre  
professionals facilitating  
good corporate governance"

## 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.



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**Region wise schedule of Mega Placement Drive 2022 (Virtual)**

| Date & Day of Interview                             | Address of Regional Offices  | Placement Coordinator and Contact Person   |
|---|--|--|
| <b>WIRO (WESTERN INDIA REGIONAL OFFICE)</b>         |  |  |
| <b>4<sup>th</sup> January, 2022<br/>(Tuesday)</b>   | ICSI Western India Regional Office<br>13, 56, 57 Jolly Maker Chambers No. II,<br>(1st & 5th Floor), Nariman Point,<br>Mumbai - 400 021 | <b>Dr. Rajesh Kumar Agrawal, Regional Director- WIRC</b><br><b>Ms. Archana K Sawant, Executive Admin</b><br>Ph: 022 – 61307913; (M) 9970320202<br>E-mail: <a href="mailto:wiro@icsi.edu">wiro@icsi.edu</a> ; <a href="mailto:archana.sawant@icsi.edu">archana.sawant@icsi.edu</a>        |
| <b>NIRO (NORTHERN INDIA REGIONAL OFFICE)</b>        |  |  |
| <b>10<sup>th</sup> January, 2022<br/>(Monday)</b>   | ICSI Northern India Regional Office<br>Plot No. 4, Prasad Nagar Institutional Area,<br>New Delhi - 110 005                             | <b>Mrs. Sonia Baijal, Regional Director – NIRC</b><br><b>Mr. Himanshu Sharma, Assistant Director</b><br>Ph: 011- 49343000/49343007; (M) 9810867263<br>E-mail: <a href="mailto:niro@icsi.edu">niro@icsi.edu</a> ; <a href="mailto:himanshu.sharma@icsi.edu">himanshu.sharma@icsi.edu</a>  |
| <b>EIRO (EASTERN INDIA REGIONAL OFFICE)</b>         |  |  |
| <b>14<sup>th</sup> January, 2022<br/>(Friday)</b>   | ICSI Eastern India Regional Office<br>3A, Ahiripukur 1st Lane,<br>Kolkata – 700 019  | <b>Dr. Tapas Kumar Roy, Regional Director- EIRC</b><br><b>Mr. Tamal Kar, Assistant Director</b><br>Ph: 033 – 22901065 / 22832973;(M)9051258797<br>E-mail: <a href="mailto:eiro@icsi.edu">eiro@icsi.edu</a> ; <a href="mailto:tamal.kar@icsi.edu">tamal.kar@icsi.edu</a>                  |
| <b>SIRO (SOUTHERN INDIA REGIONAL OFFICE)</b>        |  |  |
| <b>29<sup>th</sup> January, 2022<br/>(Saturday)</b> | ICSI Southern India Regional Office<br>No. 9, Wheat Crofts Road,<br>Nungambakkam,<br>Chennai – 600 034                                 | <b>Mr. DVNS Sharma, Regional Director – SIRC</b><br><b>Mr. Chelliah Murugan, Executive Admin</b><br>Ph: 044 – 28279898 / 28268685; (M) 9443796311<br>E-mail: <a href="mailto:siro@icsi.edu">siro@icsi.edu</a> ; <a href="mailto:chelliah.murugan@icsi.edu">chelliah.murugan@icsi.edu</a> |

**MODALITIES:**

- You are requested to register through the link <https://forms.gle/raeKY4jdnxNxBuYT8> to participate in the MEGA PLACEMENT DRIVE (VIRTUAL).
- 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).
- Allotment of time slots to organizations / Firms would be based on availability and at the sole discretion of the Institute.
- Participating Organizations / Firms are required to send the offer of appointment to the Candidate(s) through the Institute only.
- 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.
- On the Spot offers would be highly solicited.
- No TA/DA would be paid to organizations / Firms.
- For more details contact: Ph: **0120-4082124**; E-mail: [placement@icsi.edu](mailto:placement@icsi.edu)



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

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

**CS Asish Mohan**  
Secretary, The ICSI