



**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)

ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003
Phone : 011-45341000 email : hr.dept@icsi.edu Website : www.icsi.edu

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 posts at its Headquarters at New Delhi/ Noida :-

Name of the Post	Pay Level as per 7 th CPC Pay Matrix (Rs.)	Gross Salary per Annum (Rs. in Lakhs)	Max. Age (as on 01.06.2022)	No. of Posts
Deputy Director (Corporate Communication)	Level 11 (67700-208700)	14.23	40 years	01
Executive (Academics)	Level 8 (47600-151100)	9.7	35 years	04
Executive Assistant (Corporate Communication)	Level 4 (25500-81100)	5.5	35 years	01

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 **29.06.2022 to 20.07.2022 (20.07.2022 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(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).
- (ii) Candidates interviewed for any particular post in the past one year (i.e. on or after 29.06.2021).
 - **Will not be eligible** to apply for the same post or for a post at a higher pay scale than the post he/she was interviewed for.
 - **Will be eligible** to apply for a different post at the same pay scale or for a post at a lower pay scale than the post he/she was interviewed for.

- (iii) **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the posts mentioned below is 01.06.2022.**

<p>(1)</p>	<p><u>DEPUTY DIRECTOR (CORPORATE COMMUNICATION)</u></p> <p>No. of posts : 1 (for Delhi/ Noida)</p> <p>Pay Level as per 7th CPC Pay Matrix : Level 11 (67700-208700) (Gross Salary per annum – Rs. 14.23 lakh approx.)</p> <p>Maximum Age: (as on 01.06.2022) 40 years</p> <p>QUALIFICATION Post Graduate Degree in Mass Communication / Advertising and Public Relations with 50% marks “OR” Graduate Degree in any discipline with 50% marks alongwith Diploma (of at least 1 year duration) in Mass Communication / Advertising and Public Relations</p> <p>EXPERIENCE 9 year experience.</p> <p>JOB CONTENTS (indicative)</p> <ul style="list-style-type: none">➤ Brand and image building through Print & Electronic Media➤ Writing and editing press releases, in-house newsletters, speeches, articles➤ Organising interviews in Print, TV and digital media➤ Organising Press Conferences➤ Script writing for corporate films etc.➤ Social Media Management➤ Designing and executing Advertising Campaigns➤ Designing and printing of Promotional material/ Brochures➤ Sponsorship & Event Management➤ Liaison with Media, Industry, Ministries, Chambers of Commerce Trade & Industry etc. <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p>
<p>(2)</p>	<p>➤ <u>EXECUTIVE (ACADEMICS)</u></p> <p>No. of posts : 04 (for Delhi/ Noida)</p> <p>Pay Level as per 7th CPC Pay Matrix : Level 8 (47600-151100) (Gross Salary per annum – Rs. 9.7 lakh approx.)</p> <p>Maximum Age: (as on 01.06.2022) 35 years</p> <p>QUALIFICATION A Graduate degree in Commerce from a recognized University and ACS /ACA / ACMA OR PG degree in Economics/ Commerce/ Management/ Law or equivalent with 50% marks</p> <p>EXPERIENCE 5 year experience.</p>

JOB CONTENTS (indicative)

- Analysis of various provisions of Corporate Laws
- Drafting concept papers and representations
- Research work
- Routine secretarial work relating to various meetings
- Work relating to ICSI National Awards for Excellence in Corporate Governance
- Drafting content for publications to be released by ICSI
- Preparation of views and suggestions on Discussion/Consultation Papers/Reports issued by various Ministries & Regulatory Bodies
- Assisting in identifying new areas and avenues for CS
- Capacity building initiatives for members
- Assisting in organization of National level programs
- DRAFTING (Agenda, Minutes, guidelines, agreements, legal documents and varied documents); Vetting of Representations, correspondence to Authorities; Framing of Policies and assisting in implementation thereof.
- COMPLIANCE (Ensuring compliance of the Company Secretaries, Act 1980 and the Rules, Regulations made thereunder and the Guidelines, directions, SoPs issued by the Institute from time to time.
- CO-ORDINATION among various directorates

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

(3)**EXECUTIVE ASSISTANT (CORPORATE COMMUNICATION)**

No. of posts : 1 (for Delhi/ Noida)

Pay Level as per 7th CPC Pay Matrix : Level 4 (25500-81100) (Gross Salary per annum – Rs. 5.5 lakh approx.)

Maximum Age: (as on 01.06.2022) 35 years

QUALIFICATION

Post Graduate Degree in Mass Communication / Advertising and Public Relations with 50% marks

“OR”

Graduate Degree in any discipline with 50% marks alongwith Diploma (of at least 1 year duration) in Mass Communication / Advertising and Public Relations

EXPERIENCE

3 year experience

JOB CONTENTS (indicative)

- Assist in the formulation of strategies to build a lasting digital connection with stakeholders
- Plan and monitor the ongoing company presence on social media (Twitter, Facebook etc.)
- Launch optimized online adverts through Google Adwords, Facebook etc. to increase company and brand awareness
- Be actively involved in SEO efforts (keyword, image optimization etc.)
- Prepare online newsletters and promotional emails and organize their distribution through various channels
- Provide creative ideas for content marketing and update website

	<ul style="list-style-type: none"> • Collaborate with designers to improve user experience • Measure performance of digital marketing efforts using a variety of Web analytics tools (Google Analytics, WebTrends etc.) • Acquire insight in online marketing trends and keep strategies up-to-date • Stay up to date with the latest technology and best practices • Manage all digital and social media platforms of the ICSI • Prepare and manage a digital media budget • Monitor competition and provide suggestions for improvement <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p>
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CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 20th July,2022

1	<p>Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post(s). 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. Applicants must fill the online Form very carefully. 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.</p>
2	<p>Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding test /interview. 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.</p>
3	<p>All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested 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 only at the time of Interview. Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.</p>
4	<p>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.</p>
5	<p>While Filling the Online Resume Form :-</p> <ol style="list-style-type: none"> 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	<p>Candidates who are working in a Central/State Government/ Autonomous/ Statutory Body/PSU would be required to produce a 'No Objection Certificate' from their present employer for verification at the time of interview failing which they will not be allowed to appear for the interview.</p>
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2	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.
3	Mere submission of application / fulfilment of eligibility conditions will not confer any right on the candidate to be shortlisted / called for written test/ interview. The "ICSI" reserves the right to call for written test/ 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.
4	Reservation policy will be applicable as adopted by the "ICSI" in its Service Rules.
5	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 written test/ 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.
6	The "ICSI" reserves the right to increase/decrease the number of vacancies for any post, as advertised as per its requirement or not to fill up any posts as per its requirement or even cancel the whole process of recruitment without assigning any reason.
7	The "ICSI" also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
8	The "ICSI" reserves the right to offer or appoint the candidate on the post/grade lower than the post / grade advertised or applied by the candidate.
9	The candidates cannot have any right or preference for posting in any particular State/ city of his choice as the selection and posting is on All India basis. The Institute's decision would be final in all these cases and the candidates are liable to be posted or transferred anywhere in India.
10	Proficiency in Computer Applications is essential for all the above post(s).
11	For attending the interview to & fro train fare will be reimbursed by the shortest route to the outstation candidates, as per rules of the "ICSI". However no Travel Allowance shall be reimbursed for attending the written test.
12	The "ICSI" takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
13	Canvassing in any form will straightway disqualify the candidature.
14	Internal candidates should forward their application through their respective Heads of Departments after meeting the criteria as laid down in the ICSI Service Rules.
15	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

[Online Resume submission \(Click Here\)](#)

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
website : www.icsi.edu.