



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

www.icsi.edu

Announcement

EMPANELMENT OF RESOURCE PERSONS FOR ACADEMIC PURPOSES

Content Writer, Content Reviewer and Content Editor

About the Institute of Company Secretaries of India

The Institute of Company Secretaries of India (ICSI) is a premier professional body set up under an Act of Parliament, i.e., Company Secretaries Act, 1980, for the regulation and development of the profession of Company Secretaries in India. It functions under the jurisdiction of Ministry of Corporate Affairs, Government of India. The Institute, being a pro-active body, focuses on best and top-quality education to students of Company Secretaries Course and best quality set standards for CS members. The Institute has over 58,000 members and about 3 lakhs students on its role.

1. Objective

As a measure to provide the quality inputs to students by way of good quality study material, video lectures etc., ICSI is exploring empanelment of Academicians, Scholars, Practitioners and Skilled Professionals in study review, teaching, research, and related services to take benefit of their expertise, skills and knowledge for enhancing the quality of CS education and CS professionals.

2. Scope of Work Area

- Content development and preparation of Study Material lessons
- Review of Content of Study Material
- Subject/Topic Specific Video Lectures
- Framing of Multiple Choice Questions
- Editing of Contents
- Preparation of Test Papers
- Development of Case Studies
- Any other as may be required

Content Writing and Content Review will include the following:

- Clarity of concepts and principles;
- Simplicity and continuity in presentation, without repetition unless contextually necessary;
- Interactive, interesting and user- friendly study material with case studies, case laws, pictorial and flow chart presentation etc.;
- Current and relevant updates;
- Enrichment of Contents grammatically and technically; Sequencing of contents in proper manner; Remove gaps in writing, if any.

3. Eligibility Criteria for Resource Persons

<i>Parameter</i>	<i>Content Writer and Content Reviewer (a)</i>	<i>Content Editor (b)</i>
Professional Qualification and Experience	1. Member of ICSI/ ICAI/ ICAI (Cost)/ LLB/ Ph.D./ M. Phil/ MBA/ Post Graduation Degree/Diploma in <ul style="list-style-type: none"> • Commerce; • Economics; • Finance; • Management; • Law; 2. Post Qualification Experience of at least 5 (five) years	Masters Degree in English/Ph.D. in English is preferable. An equivalent of this requirement in working experience is also acceptable.

4. Disqualifications

A Resource Person shall be de-empanelled and removed from the Panel, if it

- a. has suppressed any material information while seeking empanelment;
- b. has acted against the interest of the Institute; and
- c. has conducted in a manner which is unbecoming of a Resource Person for Academic Purposes.

5. How to apply

Interested candidates may apply online at the link <http://www.icsi.in/erpapuats/Registration.aspx>

6. Selection Process

- i. The Institute shall invite applications by uploading the announcement on its website and Chartered Secretary from individuals meeting the eligibility criteria and interested to be empanelled as Resource Persons for Academic Purposes.
- ii. After scrutiny of applications, Resource Persons will be selected by the Committee of the Council on recommendation of Directorate of Academics.

7. Honorarium

Honorarium as prescribed by the Institute is as under:

<i>Activities</i>	<i>Foundation</i>	<i>Executive</i>	<i>Professional</i>
Writing of a lesson in study material (Per Study Lesson comprising 35-50 printed study material pages)	Rs. 6,000	Rs. 8,000	Rs.10,000
Revision of Study Material (Per Study Lesson)	Rs. 3,500	Rs. 5,000	Rs. 5,000
Review of Suggested Answers/Guideline Answers Hints (per subject)	Rs. 4,000	Rs. 6,000	Rs. 6,000
Preparation of MCQ for question bank for Foundation Programme or equivalent	Rs.40 per question subject to minimum of 50 Questions and evaluation by Directorate of Academics.	-	-
Preparation of MCQ for Executive Program	-	Rs.50 per question subject to minimum of 50 Questions and evaluation by Directorate of Academics	-
Review of MCQ for Executive/Foundation Program	Rs.35 per question subject to evaluation by Directorate of Academics		
Preparation of MCQ for Pre-Examination Test	Rs.50 per question subject to minimum of 50 Questions and evaluation by Directorate of Academics.		
Editing of Contents	Rs. 10 per 100 words		
Preparation of Case Studies	As per quality of Case Study		

However, the Honorarium is subject to Quality of work accomplished by the Experts empanelled.

8. Confidentiality

Empanelled Resource Persons will use their best efforts to not to disclose any of the information related to work allotted by the Institute.

9. i. The Institute may relax any of these Guidelines in deserving cases.
- ii. Panel of Academicians will be reviewed every year.
- iii. The Institute may discontinue the panel of Resource Persons for Academic Purposes at any time without any notice assigning any reason.
- iv. Empanelment is not binding on the Institute.
- v. Institute reserves the right to allocate the work among Resource Persons as per the requirements.
- vi. Decision of the Institute is final in all respects.

We request you to register for Empanelment of Resource Persons for Academic Purposes at <http://www.icsi.in/erpapuats/Registration.aspx>

For any queries/feedback, please write to Directorate of Academics at academics@icsi.edu