



**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)



**Vision**

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

**Motto**

सत्यं वद। धर्मं चर। इष्टकारं कुरु। तृप्तये तेषु कुरु।

**Mission**

"To develop high calibre professionals facilitating good corporate governance"

**Campus Placement Drive for Experienced Company Secretaries**

**Dear Members,**

Greetings !

The Institute is constantly making efforts for enhancing placement opportunities for young professionals in India and abroad. The primary objective of the Campus Placement for the Corporates is to provide a platform for the Company Secretaries and to offer best talent available to the Corporates.

**Details of the Campus Placement Drive are as under:**

Registration Commencing on	Tuesday, 14 <sup>th</sup> June 2022
Last date for Registration	Thursday, 16 <sup>th</sup> June 2022 upto 5.00 pm
Registration Link	<a href="https://bit.ly/3xhCFQc">https://bit.ly/3xhCFQc</a>
Company - Job Location	HPCL - Mumbai
No. of Posts (Tentative)	2 (Two)
CTC	INR 16 Lakh per annum (approx.)

**MODALITIES:**

**1. Essential Qualification:**

Associate Membership (ACS) of the Institute of Company Secretaries of India (ICSI) & Full Time Graduate in any discipline with minimum 60% marks (aggregate marks of all semesters/years), relaxed to 50% (aggregate marks of all semesters/years) for PwBD candidates from AICTE approved / UGC recognized University/Deemed University.

**2. Additional Qualification** LLB/LLM, MBA Finance, CFA, CA, ICWA and other certifications post membership qualification by ICSI is preferred.

**3. Maximum Age (As on 13<sup>th</sup> June 2022)**

**30 years** for UR/EWS (relaxation for SC/ST/OBCNC/PWBD as per Presidential Directives)

**4. Experience (As on 13<sup>th</sup> June 2022)**

Minimum 3 years of Post Qualification work experience (after obtaining Associate membership of the ICSI) in a Company Secretarial set-up of a Listed Public Limited Company.

**5. Merely registering for the Placement Drive by filling up the registration form does NOT guarantee selection or interview of any candidate.**

**6. Canvassing in any form, for selection in the Placement Drive shall lead to disqualification.**

**For queries, please contact:**

ICSI-HQ, Placement Cell: Ph: 0120- 4082124, email: [placement@icsi.edu](mailto:placement@icsi.edu)

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