



INVITATION OF APPLICATIONS FOR EMPANELMENT AS EXAMINER FOR THE COMPANY SECRETARY EXECUTIVE ENTRANCE TEST (CSEET)

The Institute of Company Secretaries of India (ICSI) is a Professional body set up under the Act of Parliament, i.e., Companies Secretaries Act, 1980 for regulation and development of Profession of Company Secretaries in India. In this regard the Institute invites applications from suitably qualified, competent and experienced persons having academic flair and willingness to undertake such academic and confidential assignments in the following subjects of Company Secretaries Examinations.

Company Secretary Executive Entrance Test (CSEET)		
<i>(Examination under this syllabus will be held from June, 2026)</i>		
Sl. No.	Subject(s) of Examination	
1.	Business Communication	Pattern – Subjective
2.	Fundamentals of Accounting	Pattern – Subjective
3.	Economic and Business Environment	Pattern – Subjective
4.	Business Laws and Management	Pattern – OMR based

- Subject wise detailed syllabus is available on the website of the Institute: www.icci.edu at given link: -
https://www.icci.edu/media/webmodules/Restructured_Syllabus_CSEET_with_Cover.pdf
- Those who have already working as Examiner in the Company Secretaries Institute need not apply again.

I. QUALIFICATIONS

A person applying for empanelment of his/her name as Examiner should be holding professional qualification as member of the Institute of Company Secretaries of India/Institute of Cost Accountants of India/Institute of Chartered Accountants of India at least for three years and/or a Doctorate Degree/Postgraduate Qualification with at least second class in the discipline of Commerce, Economics ,Finance, Accounts, Business Management ,Business Administration, Business Law etc., with three years or more experience either in an academic position or in practice or in employment in the respective field / discipline having relevance to the subjects of examinations.

Master Degree in Business Communication with strong background in English will be given additional weightage.

II. DESIRABLE EXPERIENCE

Persons having adequate experience of teaching/practice in Industry and those having acted as Head Examiner/Moderator/Paper Setter/Examiner in relevant subject(s) at graduate/post-graduate level or professional examinations or in writing book(s) or study material in the relevant subject(s) OR any other specialized graduate/post- graduate level course (s) with relevant work experience having direct relevance to the aforesaid subject(s) of examination(s) will be preferred.

III. PREFERENCE

Persons having high academic/professional qualifications or distinction in any particular academic/professional field(s) or published work in the subjects should be preferred. However, persons with ACS/FCS qualifications, at least for 3 years, should be given additional weightage.

IV. AGE

Preferable age for would be between 28 to 65 years. The competent authority may grant relaxation in age limit by 3 to 5 years in case of ACS/FCS members possessing at least 3 years' experience in evaluation of answer books of reputed organization/professional institution and/or other eminent persons who are otherwise considered suitable for the assignment.

V. RESTRICTIONS

1. Not working as examiner in the Company Secretaries Institute;
2. Not associated with any coaching Institute for CA, CS, ICMAI and/ or taking private tuition classes;
3. Age not below than 28 and not over than 65 years;
4. No person having conflict of interest with examination system of the Institute shall be eligible to apply or empanel as examiner;
5. Empanelment is not binding on the Institute;
6. Institute reserves the right to allocate examiner ship among the empanelled examiners as per requirements;
7. Empanelled Examiner will keep the assignment confidential and not to disclose any of the related information provided by the Institute to anyone.

VI. HOW TO APPLY

Candidates fulfilling the above conditions and not registered as a student of the Institute may send their bio-data in the prescribed application form along with relevant certificates to the Director (Examinations), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector-62, NOIDA – 201309. The prescribed application form can be down loaded from the Institute's website:

https://www.icsi.edu/media/webmodules/member/forms/Application_form_for_CSEET_Examiners.pdf

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