FREQUENTLY ASKED QUESTIONS (FAQs)

DIRECTORATE OF EXAMINATIONS

Frequently Asked Questions (FAQs) pertaining to the following Facilities/Guidelines are provided for the reference and information of students:

1. **Grant of Scribe (Writer) and/or Extra Time to Person with Disability (Divyangjan) Candidates for writing Company Secretaries Examinations**
2. **Inspection/ Supply of Certified Copies of Answer Books**
3. **Issue of Duplicate Result-cum-Marks Statement**
4. **Issuance of Ranks in CS Examination**
5. **Merit-cum-Means Assistance Scheme**
6. **Merit Scholarship Scheme**
7. **Prize Awards**
8. **Validation of Educational Qualification**
9. **Verification of Marks**

1. **GRANT OF SCRIBE (WRITER) AND/OR EXTRA TIME TO PERSON WITH DISABILITY (DIVYANGJAN) CANDIDATES FOR WRITING COMPANY SECRETARIES EXAMINATION**

Q.1 **Whether the Institute provides any special facility to Physically Challenged/Disabled Students for writing the CS Examinations?**

Ans. Yes. The Institute provides special facility to Person with Disability (Divyangjan) Students.

Q.2 **What are the facilities provided to the Person with Disability (Divyangjan) Candidates for writing the CS Examination?**

Ans. Person with Disability (Divyangjan) Candidates shall be provided with extra time or scribe with extra time for writing the CS Examination.

Q.3 **Who is a Person with Disability (Divyangjan)?**

Ans. The following persons have been categorized as Person with Disability (Divyangjan):

(i) An Orthopedically Challenged (OC) person is one who has -

(a) a minimum of 40% physical defect or deformity which causes interference with the normal functioning of bones, muscles and joints, or

(b) Loco motor disability, or

(c) any form of cerebral palsy, and is so certified by :

i. A Medical Board, or

ii. Head of Department or Specialists/Sr. Medical Officer of a State or Central Government Hospital;

(ii) Orthopedically Challenged person with Speech Impairment.

(iii) Deaf & Hearing Impaired (HI): The Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e., total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies

(iv) Visually Challenged (Blindness or Low Vision) (VC) refers to a person who suffers from either of the following conditions:

(a) Total absence of sight;

(b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;

(c) Limitation of the field of vision sub-tending an angle of 20 degree or worse and so certified by a Medical Board OR Head of Department or Specialists/Sr. Medical Officers of a State or Central Government Hospital; and

(d) A person with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

Q.4   What is the Percentage and nature of disability for availing the Extra Time or Scribe with Extra Time?

Ans.   Any Person with Disability (Divyangjan) Candidate having a minimum of 40% physical disability of permanent nature shall be provided writer's help and/or extra time for appearing in Company Secretaries Examination.

Q.5   How much extra time does the Institute grant for writing the CS Examinations?

Ans.   The Institute, on medical ground, allows the Person with Disability (Divyangjan) to use extra time of **One hour** as per the guidelines beyond the prescribed Examination timings of three hours (*i.e.,* Total four hours) for writing the Executive and Professional Programme Examination; and **30 minutes extra time,** beyond the prescribed Examination timings of one hour and thirty minutes (*i.e.* total two hours) for writing each session of Foundation Programme Examination.

Q.6   Whether a Candidate should make separate application in addition to the online application for enrolment for appearing in the Examination?

Ans.   Candidates seeking writer's (scribe) help and/or extra time for appearing in Company Secretaries Examination are requested to submit a separate application in the prescribed format (available on the website of the

Institute) in addition to submitting his/her online enrolment application for appearing in the Examination.

Q.7   **Should a Candidate apply to the Institute in the prescribe form or through email?**

Ans.   Candidates should apply **in writing** to the Institute in the prescribed application form and not through e-mail.

Q.8   **When a Candidate should apply to the Institute for availing the facility?**

Ans.   Candidates should apply for the facility at least 45 days in advance from the date of commencement of Examination in which he/she intends to appear.

Q.9   **What are the documents to be submitted along with application form for availing the facility?**

Ans.   The application should be submitted along with following documents duly attested:

(i) Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital/ Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and

(ii) Letter of permission issued, if any, by Sr. Secondary Board/University in 10th, 10+2, or Degree Examination in which Candidate had appeared; or

(iii) Permission granted by other reputed professional institutes/educational examining bodies, such as — UPSC, SSC, State Public Service Commission, *etc.*, allowing such assistance for appearing of a Scribe and/or Extra-time in the earlier Examinations; and

(iv) Full size photograph showing the disability.

Q.10   **How to apply for the facilities/ benefits of Scribe and/ or Extra-time?**

Ans.   Any Person with Disability (Divyangjan) Candidate having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek help of a "Scribe" and/or Extra-Time for the purpose of appearing

in Company Secretaries Examination is requested to submit a separate application in the prescribed format (available on the Institute's website: www.icsi.edu) in addition to submitting his/her online enrolment application for appearing in the Examination together with the attested photocopies of following documents and with full size photograph showing the disability:

(i) Disability Certificate issued by a Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital/Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and

(ii) Letter of permission issued to him/her by Sr. Secondary Board/ University and/or any other professional/educational examining body, such as — UPSC, SSC, State Public Service Commission, The Institute of Chartered Accountants of India, The Institute of Cost Accountants of India, *etc.*, granting him/her such assistance for appearing or writing the Examinations.

Q.11 Do one needs to forward the original disability certificate to the Institute along with the duly filled in application?

Ans. No. The original disability certificate need not be forwarded to the Institute along with the duly filled in application.

Q.12 What are the other/special concession granted to the Candidates suffering with Dyslexia, Dysgraphia and Dyscalculia?

Ans. The Candidates who are suffering from Dyslexia, Dysgraphia and Dyscalculia are considered as special case and following facilities shall also be provided to the Candidates suffering from above diseases:

(i) Concession for spelling mistakes;

(ii) The cover page of the main answer book(s) of such Candidates should be affixed with stamp "Dyslexia, Dysgraphia and Dyscalculia and/ or paper written by a scribe"

(iii) The Examiners of such Candidates be instructed accordingly.

Q.13 **Who can attest the copies of disability certificate, other documents and photograph?**

Ans. The original medical certificate may be got verified and its photo copy(ies) be attested by the Regional Director/Chairman of the Regional/Chapter Office of the Institute or Gazetted Officer.

Q.14 **Whether the Candidate who had already availed the facility in earlier session should again apply for availing the facility for future session(s) of Examination?**

Ans. A Person with Disability (Divyangjan) who had been granted facility of writer's help and/ extra time in the previous CS Examination(s) and wish to avail of such concession or assistance for writing the ensuing Examination are required to apply again for each session of Examination giving reference of communication allowing such facility granted in the past. In such cases, Candidates are not required to submit the attested copies of above stated documents and full size photograph.

Q.15 **Can an applicant with temporary disability apply and avail the facility?**

Ans. Candidates having disablement of temporary nature such as fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, *etc.*, are not eligible to seek any concession or assistance of scribe and/or extra time.

Q.16 **Whether the Institute communicates to the Candidate regarding the facility granted?**

Ans. Yes. Communication regarding grant of writer's help and/or extra time for writing the Examinations is normally sent to the respective Candidates 5-8 days before the commencement of each Examination after the issue of Admit Card/ Roll Number.

Q.17 **Whether the Candidates can arrange the scribe at his/her end?**

Ans. No. Candidates are not required to arrange the scribe at his/her end.

Q.18 **Who will provide the scribe for writing the Examination?**

Ans. The Institute through the Superintendent of the Examination centre shall provide the scribe to Candidate.

Q.19   What are the criteria of qualification of the scribe?

Ans.   The academic qualification of a 'scribe' to write the Examination on behalf of a physically challenged Candidate should be one grade lower than the qualification of the Candidate enrolled for appearing in CS Examination. The qualification of a Scribe for:

(i)   **CSEET** – 10th Standard or Matriculation or pursuing 11th Standard

(ii)   **CS Executive Programme Examination** – 12th Standard/ 10+2 pass or less, but lower than Graduation pass (may be pursuing); also should not be pursuing / have completed CS, CA, CMA or LL.B.

(iii) **CS Professional Programme Examination** – Graduation pass but should not be a Post Graduate, and should not have completed or pursuing CS, CA, CMA , LL.B. or Post Graduation Course in Commerce, Management or Law Stream.

Q.20   How much extra time is provided to Person with Disability (Divyangjan) Candidates?

Ans.   Every Candidate with specified disability, whether using scribe or not, shall be provided 20 (twenty) minutes extra time for every hour of Examination.

Q.21   Whether the Candidates provided with scribe is entitled for extra time?

Ans.   Yes. Candidates provided with scribe are also entitled for the extra time as stated above.

Q.22   Whether the Candidate is required to pay any extra fees for availing the facility of scribe?

Ans.   No. A Candidate is not required to pay any extra fees for availing the facility of scribe.

Q.23   Can the application for grant of scribe and/extra time be sent along with other correspondence?

Ans.   No. For quick disposal, the application for grant of writer's help and/or extra time   should not be clubbed with any other query or correspondence.

Q.24   How can students get the guidelines and application form?

Ans.   The guidelines for grant of Scribe and/or Extra-time to Person with Disability (Divyangjan) Candidates in Company Secretaries Examinations are available on the Institute's website: www.icsi.edu   and the prescribed

applications form for availing the facility of writer's help and/ or extra time can be downloaded from the website of the Institute at the URL given below:

https://www.icsi.edu/media/webmodules/Scribe_form.pdf

Q.25   What is the address for sending the application to the Institute?

Ans.   The duly filled in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the following address:

The Joint Secretary

Directorate of Examinations

The Institute of Company Secretaries of India

'ICSI House', C-37, Sector 62, Institutional Area

NOIDA – 201 309 (U.P.)

2. <u>FAQs - INSPECTION/SUPPLY OF CERTIFIED COPIES OF ANSWER BOOKS</u>

Q.1 What is the meaning of Inspection of Evaluated Answer Books?

Ans.   In case of receipt of application for Inspection of Answer Books, the Institute checks the Answer Books of the Candidates concerned in the same manner as is done in the case of Verification of Marks. Once the Institute has completed the process on its part, the Candidate is informed to personally visit the Directorate of Examinations of the Institute at Noida office at a specific date and time to inspect the scanned copy(ies) of the Answer Book(s) for self-assessment. However, the Candidates are not provided copy of their Answer Book(s) for future reference.

Q.2 What is the meaning of Supply of Certified Copies of Evaluated Answer Books?

Ans.   The process of supply of certified copies of Answer Books is by and large similar to that of inspection of Answer Books. While in inspection, the Candidate has to personally visit the ICSI Noida office for inspection; in case of supply of certified copies, scanned copy(ies) of the Answer Book(s) in pdf format is hosted on the website. The Candidates are provided a secured login ID and password through e-mail and SMS by the Institute to access the pdf file and   take print out of the same for their reference.

Q.3 Can a Candidate inspect/get the certified copies of his/her Evaluated Answer Books?

Ans.   Yes.

Candidates can inspect or obtain the certified copies of their Answer Books as per the guidelines, rules framed by the Institute in this regard. The guidelines, rules and procedures for providing inspection and/or supply of certified copy(ies) of Answer Book(s) are hosted on the website of the Institute at:

https://www.icsi.edu/webmodules/Verification_of_Marks_of_CS_Exam.pdf

Q.4	**What is the prescribed fee for providing inspection/supply of certified copies of Answer Books? How can the same be remitted?**
Ans.	The prescribed fee is Rs.500/- per subject for supply of certified copy(ies) of Answer Book(s) and Rs.450/- per subject for providing inspection of Answer Book(s).The fee is to be paid online or by way of demand draft drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi or in cash at the Regional/ Chapter/Noida office.
Q.5	**Can an application for Inspection/Supply of Certified Copies be filed online?**
Ans.	Yes.
	The Institute has extended on-line facility of submitting applications for inspection/supply of certified copies also. The procedure for submitting application through on-line mode is specified at: **https://smash.icsi.edu/scripts/login.aspx**
Q.6	**What is the time limit for submitting application for inspection/supply of certified copies of Answer Books?**
Ans.	Interested Candidates can apply for inspection/supply of certified copies of Answer Books either through on-line or off-line mode as per the prescribed procedure within 30 days from the date of declaration of the result. For inspection Candidates have to personally visit ICSI Noida Office at C-37, Sector-62, Institutional Area, - Gautam Budh Nagar, Noida 201309 to inspect his/her Answer Book (s).]
Q.7	**What is the procedure for submission of applications for providing Inspection/Supply of Certified copies?**
Ans.	A student who wishes to inspect and/or obtain certified copy(ies) of his/her Answer Book(s) of any subject(s) of a particular Examination shall apply on the prescribed application form together with (a) requisite fee; and (b) self-attested photocopy of his/her Admit Card (Roll No.) or Student Identity Card and despatch/submit the same with the Institute within 30 days from the date of declaration of the result.

Q.8 How can a Candidate check the status of his application?

Ans.   After processing the applications as per the prescribed guidelines, the status of the application is hosted on the Institute's website: www.icsi.edu and the Candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number.

Q.9 What is the difference between Verification of Marks, Inspection of Answer Books and supply of certified copies of Answer Books?

Ans.   Candidates often use the terms Verification of Marks, inspection and supply of certified copies of Answer Book(s) interchangeably. However, there is a striking difference amongst these three concepts as under:

a) *Verification of Marks:* On receipt of duly completed application, the Institute verifies the Answer Books for any totaling or posting error and any questions/answers that might have inadvertently remained unevaluated. If such an error is noticed, the Institute gets such omission and commission rectified and communicates the revised marks/result to the Candidate. However, Candidates are not allowed to have any access to their Answer Books.

b) *Inspection of Answer Books:* In case of receipt of application for inspection of Answer Books, the Institute checks the Answer Books of the Candidates concerned in the same manner as is done in the case of Verification of Marks. Once the Institute has completed the process on its part, the Candidate is informed to personally visit the Directorate of Examinations of the Institute at Noida office at a specific date and time to inspect the scanned copy(ies) of the Answer Book(s) for self-assessment. However, the Candidates are not provided copy of their Answer Book(s) for future reference.

c) *Supply of Certified Copies:* The process of supply of certified copies of Answer Books is by and large similar to that of inspection of Answer Books. While in inspection, the Candidate has to personally visit the ICSI Noida office for inspection; in case of supply of certified copies, scanned copy(ies) of the Answer Book(s) in pdf format is hosted on the website. The Candidates are provided a secured login ID and

password through e-mail and SMS by the Institute to access the pdf file and take print out of the same for their reference.

Q.10   **Does the Institute verify the Answer Books of Candidates before providing inspection/supply of certified copy(ies) of Answer Book(s)?**

Ans.   Yes.

Before providing inspection and/or supplying certified copy(ies) of Answer Book(s) to students on their request, the applications are processed as per the prescribed guidelines in this regard. While processing the application, if it is noticed that answer(s) to any sub-question/question in the Answer Book(s) has inadvertently remained unevaluated or there is some posting or totaling error, the Institute shall rectify such omission and commission and communicate the revised marks/result to the Candidate.

Q.11   **Can the Candidate authorize somebody on their behalf to inspect the Answer Books?**

Ans.   No other person except the Candidate concerned would be allowed to inspect the Answer Book(s) on the designated date and time within Institute's premises as communicated by the Institute. Similarly, on receipt of certified copy(ies) of the Answer Book(s), the applicant student shall be the sole custodian of it and he/she shall not part with the custody/possession of the same and shall not use the same for any other purpose(s). Also, the inspection done and/or certified copies of the Answer Books supplied to the student shall be for his/her exclusive self-inspection and personal reference only.

Q.12   **Does the Institute entertain queries during inspection of Answer Books?**

Ans.   No.

During inspection of the Answer Book(s), no queries regarding answers written by the Candidates or award of marks shall be entertained.

Q.13   **What are the documents a Candidate should bring for establishing his/her identity for inspection of Answer Books?**

Ans.   The Candidate is expected to carry his/her Admit Card and Student Identity Card or other Identity documents such as, voter identity card, or

Aadhar card or Driving license to establish the identity while coming to the Institute for inspection of Answer Books.

Q.14 After inspecting the Answer Book(s), can a Candidate take the photocopy of the Answer Book?

Ans. No.

Copy of the Answer Book(s) shall not be provided to the Candidates after the inspection of the Answer Books.

Q.15 What happens if a student files an incomplete application for providing inspection or supply of certified copies of Answer Book(s)?

Ans. Application Form without requisite fee, supporting documents and complete particulars shall not be entertained. No communication in this regard will be entertained.

Q.16 How much time is taken to process an application for inspection/supply of certified copies of Answer Book(s)

Ans. Candidates' applications for inspection/ supply of certified copy(ies) are normally processed within 6-8 weeks from the date of its receipt in the Directorate of Examinations of the Institute.

Q.17 Whom should the application be addressed to for the purpose of Inspection/Supply of Certified copy(ies)?

Ans. The application form, duly completed in all respects, together with the requisite fee and photocopies of the supporting documents, as mentioned above, shall be superscribed "Application for providing Inspection/Supply of Certified Copies of Answer Books" and sent to:

> The Joint Secretary
> Dte. of Examinations
> The Institute of Company Secretaries of India
> C-37, Institutional Area, Sector-62
> NOIDA – 201 309 (U.P.)

Q.18 **How the Candidates can get the certified copy(ies) of their Answer Book(s)?**

Ans. The scanned copy of the Answer Book(s) in *pdf* format is hosted on the website of the Institute which can be accessed through a secured Credentials including User-id and Password as provided by the Institute. Necessary communication in this regard shall be sent to the Candidate concerned through email and SMS as registered with the Institute. Candidates can take the print out of the scanned certified copies of the Answer Books for their reference.

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3. FAQS- ISSUANCE OF DUPLICATE RESULT-CUM-MARKS STATEMENT

Q.1 Does the Institute issue duplicate Result-cum-Marks Statement to the Candidates on their request?

Ans. Yes. Institute issues duplicate Result-cum- Marks Statement on receipt of application in the prescribed format with requisite fee.

Q.2 What is the procedure for obtaining duplicate Result-cum- Marks Statement?

Ans. Candidates may apply for the duplicate Result-cum- Marks Statement as per the prescribed procedure given on the website of the Institute at the following link:

https://www.icsi.edu/webmodules/Duplicate_Result_cum_MarksStatement.pdf

Q.3 What is the fee for obtaining duplicate Result-cum- Marks Statement?

Ans. A fee of Rs.100 per duplicate Result-cum-Marks Statement of previous Examination(s) is payable in Cash/by Demand Draft drawn in favour of the "Institute of Company Secretaries of India" payable at New Delhi.

Q.4. Can a duplicate Result-cum- Marks Statement be obtained without payment of fee?

Ans. Yes. The abovementioned prescribed fee of Rs.100 per duplicate Result-cum-Marks Statement of previous Examination(s) is payable after the expiry of three (3) months from the date of declaration of results of that Examination. Therefore, an application made prior to the completion of the three months from the date of declaration of result period does not require the payment of any fee on the part of the Candidate.

Q.5 Whether duplicate Result-cum- Marks Statement is issued for all stages of CS Examination?

Ans. No. From June 2011 session onwards, Candidates of Foundation/Executive Programme Examinations are advised to download their e-result-cum-marks statement from the website of the Institute as per the URL given below:

http://icsi.examresults.net/result-archives.htm

Q.6 What are the documents to be sent along with the application for duplicate Result-cum- Marks Statement?

Ans. Applicants are required to submit self-attested copy of (a) ACS/FCS Certificate or Examination Admit Card issued by the Institute [for members only] and (b) Identity Card issued by the Institute or Aadhar Card, Passport or any other proof of identification and address issued by the Central/State Government (for both members and students) along with the application.

Q.7 Within what time the duplicate Result-cum-Marks Statement is issued?

Ans. Duplicate Result-cum- Marks Statement will be issued normally within 10 working days of receipt of application.

Q.8 Whether the Candidate is required to pay any fees over and above the prescribed fee if he/she intends to receive the duplicate Result-cum- Marks Statement by post?

Ans. Yes. Either the Candidate can send a self-addressed envelope affixing a postal stamp of Rs.40 or the Demand Draft should be made inclusive of the amount of speed post i.e. Rs.40 to be sent along with the application.

Q.9 To whom should the application be addressed for duplicate Result-cum-Marks Statement?

Ans. The envelope containing application for duplicate result-cum-marks statement should be superscribed **"Application for Issue of Duplicate Result-cum-Marks Statement"** and addressed to:

> Dr. Sanjay Pandey
>
> Joint Secretary
>
> Directorate of Examinations
>
> The Institute of Company Secretaries of India
>
> C-37, Institutional Area, Sector-62
>
> NOIDA-201 309 (U.P.)

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4. FAQS – ISSUANCE OF RANKS

Q.1   What are the Exams in which ICSI provides Ranks?

Ans.   The ICSI provides ranks to Candidates separately in each stage of CS Examination, i.e. Foundation, Executive and Professional.

Q.2   What are the requirement to be eligible to be a Rank holder?

Ans.   The ICSI provides ranks in order of Merit to Candidates who:

    i. have passed all papers of a stage of Examination in single attempt
    ii. have not claimed any exemptions in any paper
    iii. attain upto 10th Rank in order of Merit irrespective of Percentage of Marks secured by them

Q.3   Does ICSI provide Rank to Candidates beyond top 10?

Ans.   The ICSI provides additional Ranks upto and including 25th Rank to Candidates who secure 55% or more marks in aggregate considering the highest percentage of Marks of that stage of Examination.

Q.4   Does the performance of Candidates in earlier stages of Examination has any impact on the Rank provided to Candidates for the current Examination?

Ans.   The Candidates' appearance in earlier/ previous Examination(s) has no bearing on providing Ranks to Candidates for the current Examination.

Q.5   What happens with Ranks if two or more Candidates secure equal Marks/ percentage of Marks?

Ans.   Candidates securing equal Marks/ percentage of Marks shall be considered as Joint-Rank Holder and be treated at par.

Q.6   When is the Rank List displayed on Institute's website?

Ans.   The Rank List shall be displayed on Institute's website after the closure of process under Regulation 42(2) of Company Secretaries Regulations, 1982 (process of verification of Marks).

Q.7   Does ICSI publish any Provisional Rank List displayed on Institute's website?

Ans.   ICSI displays Provisional Rank List after declaration of Result subject to the provisions of Regulation 42(2) of Company Secretaries Regulations, 1982.

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5. FAQs -- MERIT-CUM-MEANS ASSISTANCE SCHEME

Q.1 Whether the Institute has any assistance scheme for meritorious students from economically weaker background?

Ans. Yes. The Institute has a scheme in place known as the Merit-Cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 under which financial assistance is provided to economically needy and meritorious Candidates to enable them to pursue the Company Secretaryship Course.

Q.2 What is the object of this scheme?

Ans. The scheme is intended to provide financial assistance to economically needy and meritorious Candidates to pursue studies for the Executive Programme or Professional Programme of Company Secretaries.

Q.3 Are there any Guidelines prescribed for the assistance scheme?

Ans. Yes. The Guidelines of the scheme as well as prescribed application form are available on the website of the Institute : www.icsi.edu at the link:

https://www.icsi.edu/Docs/Website/Guidelines%20merit%20cum%20me ans.pdf

Q.4 Who is eligible to apply for financial assistance under the Scheme?

Ans. The Candidates eligible to apply for financial assistance under this scheme should –

    i. be having valid registration as student of the Institute; and

    ii. have passed all the papers of Foundation Programme or Executive Programme Examination , as the case be, at one sitting, in the first attempt, without claiming exemption in any subject and secured at least a minimum of 50% marks in the aggregate; and

    iii. have enrolled for pursing Executive Programme within 3-months from the date of declaration of result in case of passing foundation programme; and

    iv. not be receiving scholarship from any other source for pursing the course of Company Secretaries; and

v. be having annual income not more than the limit prescribed in the scheme; and

vi. have applied to the Institute in prescribed manner and the application complete in all respect has received in the Institute within the prescribed period

Q.5 What is the income limit prescribed for availing financial assistance under this scheme?

Ans. If the Candidate is employed or having an independent source of income, then his/her income should not be more than Rs.2,40,000 per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined family income from all sources should not be more than Rs.3,60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

Q.6 How many Candidates are granted financial assistance under this scheme for each session of CS Examination?

Ans. In pursuance of para 8 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", 25 number of eligible students are granted financial assistance for Executive Programme and Professional Programme each per session.

Q.7 How Candidates are selected for grant of financial assistance if the number of applications received in the Institute from the eligible Candidates are more than that the prescribed?

Ans. In case more number of applications are received, the prescribed number of eligible Candidates are selected on the basis of their performance in the Examination, i.e., on the basis of percentage of marks secured in Foundation Programme / Executive Programme Examination, as the case be.

Q.8 How much amount of financial assistance is granted to selected Candidates?

Ans. The Candidate selected for award of financial assistance under the scheme will get Rs.500 per month for a period of 10 months and will also be exempted from payment of education fee and Examination fee during the period of assistance.

Q.9   What is the procedure of applying for grant of financial assistance under this scheme?

Ans.   According to the scheme, a Candidate has to apply in the prescribed Application Form which can be downloaded from Institute's website www.icsi.edu at the link https://www.icsi.edu/Docs/Website/Application%20Form.pdf (OR the same may be obtained from the Institute free of cost by sending a self-addressed stamped envelope, and submit his/her application within a specified date as notified from time to time).

Q.10   What are the documents required to be submitted while applying for grant of financial assistance under the scheme?

Ans.   Candidates are required to submit the following:

    i. Application Form as prescribed, duly filled-in and complete in all respect, and the same shall reach the Institute within the prescribed time limit.

    ii. Attested copies of mark-sheet(s) and certificate(s).

    iii. Income certificate, as prescribed, clearly indicating monthly as well as yearly income of the Candidate and/ or his/ her parents/ guardian/spouse.

    iv. Attested copy of Caste certificate (If applicable).

Q.11   What is the last date of receiving application in the Institute for Grant of Financial Assistance under the scheme?

Ans.   Normally the last date of receiving application under the scheme is:

    i. 25th May for applying on the basis of passing December Examination session of preceding year

    ii. 25th November for applying on the basis of passing June Examination session.

However, the Candidates shall refer the last date prescribed in the notification inviting applications under the scheme for each Examination session.

Q.12 What is the duration for grant of amount of scholarship?

Ans. The amount of financial assistance is granted for a period of ten (10) months which shall commence from the month following the month of Declaration of Result and on registration as a student.

Q.13 What are the conditions for continuance of assistance?

Ans. The benefits accruing from this assistance scheme shall continue for the period specified above, subject to the following conditions:

   (i) That the student consciously and diligently pursues the studies and complies with all the requirements and formalities as may be specified by the Institute from time to time.

   (ii) That his/her progress shall be regular and satisfactory and subject to review by the Institute on quarterly basis.

   (iii) That the conduct of the Candidate is found satisfactory as provided in Regulation 27 of the 'Company Secretaries Regulations, 1982.

Q.14 When the Institute makes the announcement inviting application for grant of financial assistance?

Ans. Institute makes the announcement to this effect for December Examination session, in month of February/ March next year and for the June Examination session, in the month of August/ September on the website and also publish the same in its   e-bulletin(s) of Student Company Secretary in the month(s) of March/ April and September/ October respectively.

Q.15 How the Institute communicates to the students regarding award of scholarship?

Ans. Selected Candidates are informed individually through letter and the list of such Candidates is uploaded on the website of Institute: www.icsi.edu

Q.16 What is the mode of payment of scholarship amount to the students?

Ans. Institute transfers the scholarship amount directly to Candidates' bank account.

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6. **FAQS - MERIT SCHOLARSHIP SCHEME**

Q.1 Does the Institute has any provision for awarding Scholarship to its meritorious students?

Ans. Yes. The Institute awards "Merit Scholarships" to its brilliant students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the Examinations on their passing Foundation Programme or Executive Programme Examinations, as per the criteria stipulated under the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983".

Q.2 What is the objective of this scheme?

Ans. The scheme is intended to recognise meritorious performers in the Institute's Examinations and accordingly provide Scholarships to meritorious Candidates to pursue studies for the Executive Programme or Professional Programme of Company Secretaries.

Q.3 Are there any Guidelines prescribed for the scheme?

Ans. The Guidelines for this scheme are available on the website of the Institute www.icsi.edu at the following link:

https://www.icsi.edu/WebModules/LinksOfWeeks/MeritScholarship.pdf

Q.4 Who is eligible for Merit Scholarship?

Ans. The Candidates eligible for grant of Merit Scholarship under this scheme should -

  i. have passed all the papers of Foundation Programme or Executive Programme Examination , as the case be, at one sitting, in the first attempt, without claiming exemption in any subject and secured at least a minimum of 55% marks in the aggregate; and

  ii. have valid registration as student of the Institute; and

  iii. have enrolled for pursing Executive Programme within 3-months from the date of declaration of result in case of passing foundation programme; and

  iv. have secured position among top 25 Candidates each in order of

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Merit in Foundation Programme and Executive Programme Examinations; and

v. not be receiving Scholarship from any other source for pursing the course of Company Secretaries.

Q.5 How many Candidates are granted Scholarship under the scheme for each session of CS Examination?

Ans. In pursuance of para 7 of the "Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 25 number of eligible Candidates are awarded Scholarship each for Executive Programme and Professional Programme Examinations per session of Examination.

Q.6 How much amount is granted to Candidates selected for Merit Scholarship?

Ans. During the period of Scholarship, the Candidate selected for the award of Scholarship will get Rs. 750 per month for a period of 10 months.

Q.7 What is the duration for grant of amount of Scholarship?

Ans. The amount of Scholarship is granted for a period of ten (10) months which shall commence from the month following the month of declaration of result and on registration as a student.

Q.8 What are the conditions for continuance of Merit Scholarship?

Ans. The benefits accruing from this Scholarship scheme shall continue for the period specified above, subject to the following conditions:

i. That the student consciously and diligently pursues the studies and complies with all the requirements and formalities as may be specified by the Institute from time to time.

ii. That his/her progress shall be regular and satisfactory and subject to review by the Institute on quarterly basis.

iii. That the conduct of the Candidate is found satisfactory as provided in Regulation 27 of the 'Company Secretaries Regulations, 1982. The Scholarship so provided may be recovered, withdrawn or cancelled, at the discretion of the Institute, if at any time it is found that a Candidate is violating any/all of the conditions stipulated in the scheme.

Q.9   Can the student apply for the Merit Scholarship?

Ans.   There is no need to apply for Merit Scholarship. The Institute itself selects Candidates for grant Merit Scholarship on the basis of meritorious performance in the Examination and their eligibility.

Q.10   How the Institute does communicates to the students regarding award of Scholarship?

Ans.   Selected Candidates are informed individually through letter and the list of such Candidates is uploaded on the website of Institute: www.icsi.edu

Q.11   What is the mode of payment of Scholarship amount to the students?

Ans.   Institute transfers the Scholarship amount directly to Candidates' Bank Account.

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7. FAQS - PRIZE AWARDS SCHEME

Q.1   What are the Objectives of Prize Award?

Ans.   The aim of introducing prize awards is to generate healthy competition amongst talented students and inspire them to show brilliant performance in Examinations, recognize their accomplishments publicly and further encourage them to achieve excellence of higher order at various stages of 'Company Secretaryship' Examinations.

Q.2   Are there any guidelines prescribed for the Prize Awards?

Ans.   The guidelines for Prize Awards are hosted at the website of the Institute: www.icsi.edu at the link :

https://www.icsi.edu/Docs/Website/guideline%20for%20prize%20award.pdf

Q.3   Whether the details of Prize Awards are made available to the Candidates?

Ans.   Yes. The list of Prize Awards along with brief criteria is made available for information of one and all and the same is hosted on the website of the Institute: www.icsi.edu   at the link:

https://www.icsi.edu/portals/0/PrizeCriteria.pdf

Q.4   What is All-India, Regional and Chapter basis of Prize Awards?

Ans.   The prize awards are instituted on All-India, Regional and Chapter basis.

i. All India Prize Awards : These prize awards recognize performance of Candidates on All-India basis and such prizes are given away to the Candidates who display the best performance taking into consideration the performance of all such Candidates appeared in the Examination from the exam centres situated throughout the nation.

ii. Regional Prize Awards: These prize awards recognize performance of Candidates on Regional basis and such prizes are given away to the Candidates who display the best performance taking into consideration the performance of all such Candidates appeared in the Examination from the exam centres situated in the jurisdiction of that particular region, say East, West, North or South.

iii. Chapter Prize Awards : These prize awards recognize performance of Candidates on Chapter-level basis and such prizes are given away to

the Candidates who display the best performance taking into consideration the performance of all such Candidates appeared in the Examination from the Exam Centres situated in the jurisdiction of that Chapter.

Q.5   What is the eligibility criteria of Prize?

Ans.   Each prize award may have different eligibility criteria. For criteria of each prize award, Candidates may refer List of prize awards hosted on the website www.icsi.edu Normally a Candidate is considered eligible for any prize award if he/she -

i. has passed all the papers of the Examination or Module of Examination concerned in the first attempt, in one sitting, without claiming exemption in any paper(s); and

ii. has secured -

(a) the highest marks in the aggregate in the stage of Examination; or

(b) the highest marks in the aggregate of the particular module of Examination; or

(c) the highest marks in a particular paper of an Examination for which the prize award is instituted.

Q.6   When the Institute finalizes the Prize Award?

Ans.   Prize Awards are finalized after the declaration of result and completion of the process of Verification of Marks. The Institute compiles the particulars of prize winners and communicates the same to the prize winners, Regional and Chapter Offices of ICSI. The list of prize winners is also hosted on the website of the Institute.

Q.7   When the Prize Awards are given away to the Candidates?

Ans.   All India prize awards are given away to the Candidates in the ICSI convocation. Exact venue of convocation is communicated to the prize winners. Regional and Chapter level Prizes are distributed in Regional level and Chapter level functions.

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8. FAQs - VALIDATION OF EDUCATIONAL QUALIFICATION

The **Institute of Company Secretaries of India** allows Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Candidates in respect of their appearances in Company Secretaries Examinations to Government Bodies, Employers, Universities, Boards, Academic or Professional or Educational Institutions/Institutes, Foreign Universities, Employment/or Placement Agencies or any other eligible organization or body in the course of employment, training, apprentice, education or vocation as permitted by the administering authority.

Q.1 Who are the eligible Organisations to avail the service of Validation of Education Qualifications?

Ans. Any Organisation or employer requiring Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Candidates in respect of their appearances in Company Secretaries Examinations from the Institute in the course of employment, training, apprentice, education or vocation or any other person or Organisation or class of Organisations or employer or class of employers as permitted by the administering authority.

Q.2 What is the procedure to avail the service of Validation of Education Qualifications?

Ans. Intending Organisations/employers are required to send their application on its/their letter-head or letter mast in the prescribed format along with requisite documents and prescribed fee. The prescribed application form for Validation of Educational Qualification of Candidates can be downloaded from the URL as given below:

https://www.icsi.edu/WebModules/Application_Form_Validation_of_Certificates.pdf

Q.3 How much is the fee for seeking Validation of Education Qualifications?

Ans. The prescribed fee for seeking Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Candidates is Rs.500 (Rupees Five Hundred only) plus taxes, if any **(presently taxes @18%)** per application for each Candidate.

Q.4 What is the mode of Payment for the Fee?

Ans. The prescribed fee is payable by way of Demand Draft favouring 'The Institute of Company Secretaries of India" payable at New Delhi.

Q.5   Who is exempted from paying of the prescribed fee?

Ans. No fee is payable by the Government Institutions/ Central Government/ State Government/ Public Sector Undertakings/ Autonomous Bodies/ Statutory Bodies. The Administering Authority may exempt the payment of prescribed fee to any person or Organisation or class of Organisations or employer or class of employers as it may deem fit.

Q.6   What are the documents required from applicant Organisations seeking Validation of Educational Qualification/ Pass Certificate/ Result-cum-Marks Statements of Candidates?

Ans. Every applicant Organisation seeking Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Candidates under these Guidelines shall submit to the Institute:

(i)   Application on the Letter Head of the Organisation, duly signed by the authorised person with designation, date and Seal/Rubber Stamp in the format as prescribed in these Guidelines;

(ii) Photocopy of Educational Qualification/ Pass Certificate/ Result-cum-Marks Statements of Candidates in respect of all his/ her appearances in the Company Secretaries Examinations, duly forwarded by the applying Organisations;

(iii) Demand Draft for prescribed fee favouring ''The Institute of Company Secretaries of India'' payable at New Delhi (if applicable)

Q.7   Is it mandatory for the Institute to accede to all requests regarding Validation of Educational Qualification/ Pass Certificate/ Result-cum-Marks Statements of Candidates?

Ans. No. The Institute reserves its right to reject any request without citing any reason.

Q.8   Points to Remember:

(i)   Applications complete in all respect and received in prescribed manner shall only be entertained by the Institute and incomplete applications shall be summarily rejected.

(ii) Validation of Certificate issued by the Institute for any Candidate shall be maintained as "Confidential Information" and the same shall not be used or parted with anyone else for any other purpose than as specially mentioned in the application by the applicant Organisations/employers. A declaration to this effect shall be provided by the Organisation seeking the verification of documents.

(iii) Recipient Organisations/employers shall be liable for indemnifying the Institute apart from any other legal/disciplinary action under any other law for the time being in force for any unauthorised use or misuse of validation certificate on their part.

(iv) Institute shall not be responsible for non-receipt of fee/application for validation or delay in despatch of certificate on or any other matter in this regard.

Q.9   To whom should the application be addressed for seeking Validation of Educational Qualification ?

Ans. The envelope containing application for Validation of Educational Qualification should be superscribed "**Application for Validation of Educational Qualification**" and addressed to:

Dr. Sanjay Pandey

Joint Secretary

Directorate of Examinations

The Institute of Company Secretaries of India

C-37, Institutional Area, Sector-62

NOIDA-201 309 (U.P.)

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APPLICATION FOR VALIDATION OF EDUCATIONAL QUALIFICATION/ PASS CERTIFICATE/ RESULT-CUM-MARKS STATEMENTS OF CANDIDATES
(to be sent on the letter head of the organisation)

No. _____

Date:_____

The Secretary

The Institute of Company Secretaries of India

ICSI House, C-37, Sector 62, Institutional Area

NOIDA – 201 309 (U P)

Sub : Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Company Secretaries Examination

Dear Sir,

I hereby request for Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements* of the under mentioned Candidate of CS Course with the following particulars:

1. Name of the Candidate   : --
2. Educational Qualification*   : ACS/FCS No. --------------------------------------
                                     : Date of Issue --------------------------------------
3. Pass Certificate*   : Roll No. ---
                                     : Date of Issue --------------------------------------
4. Result-cum-Marks Statement*   :

Stage of Examination	Month and Year of Examination	Roll No.	Registration No.	Date of Issue

5. Particulars of fee paid : *(Demand draft to be issued in favour of " The Institute of Company Secretaries of India")*

Demand Draft No.	Date of issue	Issuing Bank and Branch	Amount (Rs.)

6. Purpose*:* --

I/We hereby confirm that:

(i) Copy/ies of   the relevant certificate(s) of the above Candidate is/are attached.

(ii) The information so received from the Institute of Company Secretaries of India for the validation document shall be maintained by us as confidential information and shall not be used or parted with for any other purpose as mentioned hereinabove.

(iii) This request is signed by me on behalf of the Organisation and I am duly authorised for the same.

Thanking You,

Yours faithfully,

_____

(Signature)

Name of Official _____

Office Seal   Designation _____

* *Strike out whichever is not applicable.*

9. FAQs - Verification of Marks

Q.1   What is Verification of Marks?

Ans.   Any Candidate who is not satisfied with the marks obtained in the Examination or feels that the marks obtained are not as per his/her expectations, may apply for Verification of Marks after the declaration of the result within the prescribed time period. Answer Books are verified to confirm if all Questions/ Sub-Questions are evaluated & awarded Marks and there is no error of totaling or posting of Marks and that result is computed correctly. If any error is noticed, the Institute gets such omission and commission rectified and communicated the revised marks/result to the Candidate. No revaluation of Answers/ Answer Book(s) is permitted.

Q.2   Does the Institute provide facility of Verification of Marks?

Ans.   Yes.

The Institute provides the facility of Verification of Marks obtained by a Candidate in a particular session of Examination. In terms of Regulation 42 (2) of the Company Secretaries Regulations, 1982, as in force, a Candidate can seek 'Verification of Marks' in any subject(s) within Twenty One (21) days from the date of Declaration of Results. The guidelines /information regarding the verification of Marks are available on the website of the Institute at:

https://www.icsi.edu/media/webmodules/Guidelines_Providing_VOM.pdf

Q.3   What is the Procedure to apply for Verification of Marks?

Ans.   A Candidate can apply for Verification of Marks either through on line mode or off line mode. The Information regarding the verification of Marks are available on the website of the Institute at:
https://www.icsi.edu/media/webmodules/Verification_of_Marks_of_CS_Exam.pdf

Q.4   Can a Candidate apply for Verification of Marks through online mode?

Ans.   Yes.

The Institute provides the facility of submitting applications for Verification of Marks through online mode. The facility of online filing of application has been provided with an objective of easing the process of 'Verification of

Marks' for Candidates. A notification detailing the set of activities pertaining to the same has been hosted on the website of the Institute: www.icsi.edu. The procedure for submitting application Verification of Marks has been hosted on the website of the Institute www.icsi.edu at :

https://www.icsi.edu/webmodules/Verification_of_Marks_of_CS_Exam.pdf

Q.5   What is the last date for submitting the application?

Ans.   Application for Verification of Marks is to be made within a period of Twenty One (21) days from the date of Declaration of Results of each session of Examination.

Q.6   How can an application be filled under offline mode?

Ans.   If any Candidate wishes to apply for Verification of Marks through off-line mode, he/she can download the Application Form available on the website and send the same duly filled in along with the requisite fee through Speed/Registered Post. The requisite fee of Rs. 250 per subject can be paid either by way of Demand Draft favouring *"The Institute of Company Secretaries of India" payable at New Delhi;* or *in cash at the Regional/Chapter/Noida Office.*

Q.7   How much time the Verification process takes?

Ans.   The verification process is to be carried out meticulously and the processes involved are time consuming. Normally, 6-8 weeks are taken for the processing and disposing of applications for Verification of Marks from the date of receipt of the applications in the Directorate of Examinations of the Institute.

Q.8   How can a Candidate check the status of his/her application?

Ans.   On receipt of application in Directorate of Examinations, the status of application for Verification of Marks is shown on the website: www.icsi.edu. After completion of verification process, outcome of the Verification of Marks is also hosted on the Institute's website. The Candidate concerned can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number and also download a copy of the reply letter instantly in case of no change in his/her marks and result position from the link given to this effect. However, in case of any change/revision in marks in any subject(s) and/or result of a particular

Module/Stage of Examination, separate communication to that effect will be sent to the Candidate concerned through Speed Post.

Q.9 **What is the recourse available to a Candidate if no information from the website/communication is received within Sixty days from the date of despatch/ submission of application?**

Ans. If a Candidate does not receive any information from the website/communication within sixty days from the date of submission of application, he/she may send an e-mail at: vom@icsi.edu addressed to The Joint Secretary (Exams.) giving relevant details of the application. Once this e-mail is received by the Directorate of Examinations, the details shall be verified and Candidates concerned would be communicated accordingly.

Q.10 **Is there any fee difference between on-line submission and off-line submission of application for Verification of Marks?**

Ans. No.

The fees for on-line and off - line submission of application for Verification of Marks is the same.

Q.11 **What could be the likely outcome after applying for Verification of Marks?**

Ans. The likely outcome of the Verification of Marks is as under:

    (i) No change in marks and result

    (ii) Increase in marks that may or may not have an impact on result or exemption in the paper (s), if any

    (iii) Decrease in marks.

Q.12 **Whom should the offline application be addressed to ?**

Ans. The application for Verification of Marks duly completed in all respects should be superscribed "Application for Verification of Marks" and sent within Twenty One (21) days from the date of declaration of results, addressed to: The Joint Secretary (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector-62, NOIDA – 201 309 (U.P.).

Candidates in their own interest are advised to send the application by Speed Post/ Registered Post or Courier to ensure the receipt of the same at the Institute and may keep the photocopy of the application form and

Demand Draft for future reference, if any. Further, they can also submit their applications at Regional/Chapter Office.

Q.13 **What is the difference between Verification of Marks, inspection of Answer Books and supply of certified copies of Answer Books?**

Ans. Candidates often use the terms Verification of Marks, inspection and supply of certified copies of Answer Book(s) interchangeably. However, there is a striking difference amongst these three concepts as under:

a) _Verification of Marks:_ On receipt of duly completed application, the Institute verifies the Answer Books for any totalling or posting error and any questions/answers that might have inadvertently remained unevaluated. If such an error is noticed, the Institute gets such omission and commission rectified and communicates the revised marks/result to the Candidate. However, Candidates are not allowed to have any access to their Answer Books.

b) _Inspection of Answer Books:_ In case of receipt of application for inspection of Answer Books, the Institute checks the Answer Books of the Candidates concerned in the same manner as is done in the case of Verification of Marks. Once the Institute has completed the process on its part, the Candidate is informed to personally visit the Directorate of Examinations of the Institute at Noida office at a specific date and time to inspect the scanned copy(ies) of the Answer Book(s) for self-assessment. However, the Candidates are not provided copy of their Answer Book(s) for future reference.

c) _Supply of Certified Copies:_ The process of supply of certified copies of Answer Books is by and large similar to that of inspection of Answer Books. While in inspection, the Candidate has to personally visit the ICSI Noida office for inspection; in case of supply of certified copies, scanned copy(ies) of the Answer Book(s) in pdf format is hosted on the website. The Candidates are provided a secured login ID and password through e-mail and SMS by the Institute to access the pdf file and take print out of the same for their reference.

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