



# 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 - MEGA PLACEMENT DRIVE-I, 2021 (VIRTUAL)

### Online Registration for Recruitment of Company Secretaries

Dear Sir/Madam,

#### Greetings from The Institute of Company Secretaries of India!!!

The Institute of Company Secretaries of India (ICSI) is a statutory body established under an Act of Parliament to develop and regulate the profession of Company Secretaries in India. It functions under the jurisdiction of the Ministry of Corporate Affairs, Government of India, Headquartered at New Delhi with Regional Offices in Mumbai, Kolkata, New Delhi and Chennai and 72 Chapters across various cities in India. The ICSI on its rolls has over 65,500 qualified members, both in Employment and in Practice.

As per Section 203 of Companies Act 2013 read with Rule 8 & 8A of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, it is necessitated that every listed company and every other public company having paid up capital of Rs.10 crores or more has to appoint the Company Secretary as a whole-time Key Managerial Personnel (KMP). Every Private Company which has a paid up share capital of Rs.10 Crore or more shall have a whole-time Company Secretary.

The Institute regularly organizes Mega Placement Drives in every region of ICSI and one such Mega Placement Drive is being organized in July, 2021 for recruitment of Company Secretaries (in Virtual Mode).

The Institute invites your esteemed organization to participate in the ICSI Mega Placement Drive, for recruiting Company Secretary for your organization.

Region wise schedule of ICSI Mega Placement Drive – I, 2021 (Virtual):

Date & Day of Interview	Address of Regional Offices	Placement Coordinator and Contact Person
<b>WIRO (WESTERN INDIA REGIONAL OFFICE)</b>		
03rd July, 2021 (Saturday)	ICSI Western India Regional Office, 13, 56, 57 Jolly Maker Chambers No. II, Nariman Point, Mumbai - 400021	Dr. Rajesh Kumar Agrawal, Regional Director- WIRC Ms. Bhavna Rakte, Executive Assistant Ph: 022 – 61 307921 E-mail: bhavna.rakte@icsi.edu
<b>EIRO (EASTERN INDIA REGIONAL OFFICE)</b>		
10th July, 2021 (Saturday)	ICSI Eastern India Regional Office, 3A, Akhripur 1st Lane Kolkata - 700019	Dr. Tapas Kumar Roy, Regional Director – EIRC Mr. Tamal Kar, Assistant Director Ph: 033-422901065 / 22832973; (M) 9051 258797 E-mail: eiro@icsi.edu; tamal.kar@icsi.edu
<b>NIRO (NORTHERN INDIA REGIONAL OFFICE)</b>		
17th July, 2021 (Saturday)	ICSI - NIRC Building, Plot No.4, Prasad Nagar Institutional Area New Delhi - 110005	Mrs. Sonia Baijal, Regional Director- NIRC Mr. Himanshu Sharma, Executive Admin Ph: 011 – 49343000 / 49343007; (M) 9810867263 E-mail: niro@icsi.edu; himanshu.sharma@icsi.edu
<b>SIRO (SOUTHERN INDIA REGIONAL OFFICE)</b>		
24th July 2021, (Saturday)	ICSI Southern India Regional Office, No. 9, Wheat Crofts Road Nungambakkam Chennai – 600034	Mr. DVNS Sarma, Regional Director – SIRC Mr. C. Murugan, Executive Admin Ph: 044 – 28279898 / 25268685; (M) 9443796311 E-mail: siro@icsi.edu; chelliah.murugan@icsi.edu



For details contact: Ph: 0120-4082124; E-mail: [placement@icsi.edu](mailto:placement@icsi.edu)

The Company Secretaries who got their ACS membership on or after 1st January, 2021 till 25th June, 2021 shall participate in the drive.

**MODALITIES:**

1. You are requested to kindly register through the link <https://bit.ly/RegICSIMPD2021> to participate in the Placement Drive.
2. Placement process would be online mode and will start at 10:00 AM on the scheduled dates. Allotted slots would be intimated to you by the respective ICSI Regional Offices after receipt of your confirmation for participation in the ICSI MEGA PLACEMENT DRIVE - I. Allotment of time slots to organizations would be based on availability and sole discretion of the Institute.
3. The participating Companies/Firms are required to send the offer of appointment to the Candidate through the Institute only.
4. The Companies/Firms participating in the Placement Drive are required to submit the list of shortlisted candidates in the format given by ICSI, duly signed on the same day of drive. Same day offers would be highly solicited.
5. Organisations may choose to use their own web link to interview candidates.

**CS Nagendra D. Rao**  
President, The ICSI

**CS Dr. Ahalada Rao Vummenthala**  
Council Member & Chairman,  
Placement Committee, The ICSI

**CS Asish Mohan**  
Secretary, The ICSI

**Dr. SK Jena**  
Director, The ICSI

**Connect with ICSI**

[www.icsi.edu](http://www.icsi.edu) | [f](#) [t](#) [in](#) [v](#) [@](#) | Online Helpdesk : <http://support.icsi.edu>

**VISION**

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

**ICSI Motto**

सत्यं वद। धर्मं चर। *Speak the truth. abide by the law.*

**MISSION**

"To develop high calibre professionals facilitating good corporate governance"