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):

<table>
<thead>
<tr>
<th>Date &amp; Day of Interview</th>
<th>Address of Regional Offices</th>
<th>Placement Coordinator and Contact Person</th>
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<tbody>
<tr>
<td>03rd July, 2021 (Saturday)</td>
<td>ICSI Western India Regional Office, 13, 56, 57 Jolly Maker Chambers No. II, Nariman Point, Mumbai - 400021</td>
<td>Dr. Rajesh Kumar Agrawal, Regional Director - WIRC  Ms. Bhavna Rakte, Executive Assistant  Ph: 022 – 61307921  E-mail: <a href="mailto:bhavna.rakte@icsi.edu">bhavna.rakte@icsi.edu</a></td>
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<tr>
<td>10th July, 2021 (Saturday)</td>
<td>ICSI Eastern India Regional Office, 3A, Akhirpur 1st Lane, Kolkata - 700019</td>
<td>Dr. Tapas Kumar Roy, Regional Director – BRC  Mr. Tamal Kar, Assistant Director  Ph: 033-422901065/22832973; (M) 9051258797  E-mail:<a href="mailto:teiro@icsi.edu">teiro@icsi.edu</a>; <a href="mailto:tamal.kar@icsi.edu">tamal.kar@icsi.edu</a></td>
</tr>
<tr>
<td>17th July, 2021 (Saturday)</td>
<td>ICSI - NIRIC Building, Plot No.4, Prasad Nagar Institutional Area, New Delhi - 110005</td>
<td>Mrs. Sonia Baijal, Regional Director - NIRIC  Mr. Himanshu Sharma, Executive Admin  Ph: 011 – 49343000 / 49343007; (M) 9810867263  E-mail: <a href="mailto:niro@icsi.edu">niro@icsi.edu</a>; <a href="mailto:himanshu.sharma@icsi.edu">himanshu.sharma@icsi.edu</a></td>
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<tr>
<td>24th July, 2021, (Saturday)</td>
<td>ICSI Southern India Regional Office, No.9, Wheat Crofts Road, Nungambakkam, Chennai – 600034</td>
<td>Mr. DVNS Sarma, Regional Director – SIRC  Mr. C. Murugan, Executive Admin  Ph: 044 – 28279898 / 25268685; (M) 9443796311  E-mail: <a href="mailto:siro@icsi.edu">siro@icsi.edu</a>; <a href="mailto:cheillah.murugan@icsi.edu">cheillah.murugan@icsi.edu</a></td>
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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/RegICSIIMP2021 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 Vummennathala
Council Member & Chairman,
Placement Committee, The ICSI

CS Asish Mohan
Secretary, The ICSI

Dr. SK Jena
Director, The ICSI