



**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)

## **IMPORTANT ANNOUNCEMENT FOR MEMBERS**

### **Empanelment of General Observers (GO) for CS Examinations December, 2024**

The Institute conducts Company Secretary Examinations twice in a year in the month of June and December at various Examination Centres across India and abroad. Local Members of the Institute in the cities of Examination Centres are deputed as General Observer to oversee and ensure smooth conduct of the CS Examinations.

The Institute invites interested eligible members to empanel themselves as General Observers for the CS Examinations, December, 2024 scheduled to be held from **21<sup>st</sup> December 2024 to 30<sup>th</sup> December 2024** at various Examination Centres across India and abroad.

Interested members of ICSI fulfilling the eligibility criteria set by Institute are requested to empanel themselves for General Observer duty for CS Examinations, December, 2024 through ICSI Observer Portal i.e. <https://observer.icsi.edu>.

#### **Eligibility Criteria for Empanelment:**

Members who fulfill the following criteria are eligible for empanelment, to act as General Observers:

- i. Applicant must be a member of the Institute as on date and none of his/her relative(s)\* as defined below, is appearing in the Company Secretaries Examinations - December 2024 at any examination centre(s) in India or Abroad.
- ii. Applicant's age, as on date, shall be more than 25 years and not more than 65 years on the date of application and his/her membership in Institute should be more than 3 years old without any break.
- iii. None of his/her trainee(s) is appearing for CS Examination – December 2024 from the examination centre(s) where the applicant is desirous to be appointed as General Observer.
- iv. Applicant should not be appearing in any of the Examinations conducted by ICSI including Post Membership Qualification Examinations.
- v. **Applicant should not be associated with the Institute as a member of Council / Regional Council / Managing Committee of the Chapter(s) of the ICSI.**
- vi. Applicant should not be associated in any manner with Oral Tuition Classes conducted by Regional offices/Chapters of the Institute for the CS examinations.
- vii. Applicant should not be associated with any private coaching centre(s) conducting classes of CS course or Study Centre(s) of ICSI.
- viii. Applicant should not be a Counsellor/ CS Mitra of the Institute.
- ix. No disciplinary/criminal proceedings are pending against the applicant in any Court of Law/Institute/Tribunal in India and Abroad.