



**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)

## **NOTIFICATION:**

### **Engagement of Career Consultants on Retainer Basis**

#### **(AT MEGHALAYA, WEST GARO HILLS)**

The Institute of Company Secretaries of India (ICSI) invites applications from eligible candidates for engagement as **Career Consultants on Retainer Basis** to support the Institute's student outreach, mobilisation, and career awareness initiatives specifically at **Meghalaya, West Garo Hills**. The engagement shall be subject to the terms and conditions prescribed by the Institute.

#### **1. Honorarium and Incentives**

##### **1.1 Monthly Honorarium**

A consolidated amount of **Rs. 5,000/- per month** shall be paid towards out-of-pocket expenses such as travelling and other miscellaneous expenditures. Payment shall be subject to:

- Timely submission of the Fortnightly Performance Report (FPR)
- Certification of satisfactory performance by the Directorate of Student Services

##### **1.2 Performance-Based Incentives**

Career Consultants shall be eligible for incentives for verified student registrations made through their allotted referral code, as under:

- **CS Executive Programme:** Rs. 750 per registration
- **CSEET:** Rs. 250 per registration

Incentives shall be released only for registrations duly reflected and verified in the Institute's system.

#### **2. Eligibility Criteria**

##### **2.1 Educational Qualification**

- Graduate in any discipline from a recognized institution
- Strong communication skills
- Ability to communicate in English and/or the regional language of the assigned State/district
- Basic familiarity with IT tools

- Experience in student mobilisation, academic counselling, or related activities shall be an added advantage

## 2.2 Age Limit

- Minimum age: **21 years** as on the notified cut-off date
- Maximum age: **35 years** at the time of first engagement
- Upper age limit may be relaxed in deserving cases based on experience and suitability, at the discretion of the competent authority

## 3. Duration and Nature of Engagement

- Initial engagement on Retainership basis shall be for three **months**.
- Continuation or extension shall depend on performance review and institutional requirements
- The engagement is purely on Retainership Basis and the said engagement neither confer an employer-employee relationship between the parties nor does it confer any right to employment, absorption, or continuation.
- The Consultants shall function as independent professionals and shall not be treated as employees of the Institute.
- The Consultant Ensure a strict confidentiality of sensitive information during the course of engagement and after the agreement.

## 4. Location (**applications are invited from the candidates belonging to the following States/Districts**)

Sl. No.	State	District
1	Meghalaya	West Garo Hills

## 4. General Conditions

- Selected candidates shall be issued a **Career Consultant Code, Identity Card,** and an **information kit**
- Consultants shall adhere to the prescribed **Dress Code** and maintain high standards of integrity, professionalism, and confidentiality
- The Institute reserves the right to discontinue or terminate the Retainership at any time, with or without assigning reasons
- Any misconduct, misreporting, or fraudulent activity shall result in immediate termination.

- The courts at New Delhi shall have exclusive jurisdiction over any disputes arising out of this engagement.
- Applicable taxes shall be deducted before the release of the monthly Honorarium/ monthly incentives.

### **5. Submission of Applications**

Interested candidates must apply only through electronic application form (online) by clicking on the hyperlink provided at the end of this page.

The link shall be active from **25.05.2026 to 04.06.2026 (04.06.2026 is the last date for applying Online.)**

In case you want to take a printout of the application form for your reference, please ensure that your printer is attached to your computer.

Please Note:

1. Before applying for the above post the candidates should satisfy themselves regarding eligibility criteria required for the said post.
2. The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the post mentioned above is 01.05.2026.

### **CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION: 04.06.2026**

1. Before applying for the above post the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post. In case it is found at any stage of recruitment that an applicant does not fulfill Eligibility Criteria and/ or that he has furnished any incorrect / false information / certificate(s)/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. Even if any of these shortcomings is/ are detected after appointment his/her services are liable to be terminated. Applicants must fill the online Form very carefully. Applications which are incomplete or vague (i.e. details relating to qualifications / experience etc.) or applications not in the prescribed format will be rejected summarily, hence candidates are advised to ensure that all the relevant fields mentioned in the on -line Resume Form are duly completed in all respects.
2. Candidates should have a valid e -mail address and are advised to check their mail regularly for any information regarding test /interview. In case, a candidate does not have a valid personal email address, he/she should create his/her new email address before applying Online. "ICSI" reserves the right to communicate with the applicant through e -mail and not by post.

3. All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested not to send the hard copy of their online application Form/ CV's /Certificates to the Institute. The original documents would be required for verification only at the time of Interview. Candidates may take out the print in token of acceptance of on -line applications & no separate acknowledgement to the effect would be sent.
4. The percentage obtained in various degrees/ diplomas should be rounded off to the lower whole number. For eg. 49.3% or 49.8% should be entered as 49% & not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages.
5. While Filling the Online Resume Form : -
  - A. Don't enter Special Characters like " " / ' ' / & etc.
  - B. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc.
  - C. Upload a resume file which does not exceed 100 KB.

### **GENERAL CONDITIONS**

1. All educational qualifications must have been obtained from recognized universities / Institutions in India or abroad. The courses offered by autonomous Institutions should be equivalent to the relevant courses approved/recognized by Association of Indian Universities (AIU) / UGC / AICTE.
2. Mere submission of application / fulfilment of eligibility conditions will not confer any right on the candidate to be shortlisted / called for written test / interview. The ICSI reserves the right to call for written test / interview only those candidates who, in its opinion, are most suitable for the post. The ICSI also reserves the right to reject any or all the applications without assigning any reason thereof. The decision of the ICSI in all matters regarding eligibility, shortlisting of candidates, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.
3. The ICSI reserves the right to fix minimum eligibility standards / benchmarks and restrict the number of candidates to be called for interview taking into account various factors like number of vacancies, performance of the candidates, etc., and decide to determine the qualifying marks for selecting candidates for interview. The ICSI also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for written test / interview. The decision of the ICSI in

this regard shall be final and binding and no correspondence in this regard would be entertained.

4. The ICSI reserves the right to increase / decrease the number of vacancies for the post, as advertised, as per its requirement or not to fill up the above post as per its requirement or even cancel the whole process of recruitment without assigning any reason.
5. The ICSI also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
6. Proficiency in Computer Applications is essential for the above post.
7. No TA / DA shall be admissible for appearing for the selection process and joining the assignment or on its completion.
8. The ICSI takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
9. Canvassing in any form will straightway disqualify the candidature.
10. Any resultant dispute arising out of this advertisement shall be subject to the sole discretion of the courts situated at New Delhi.

#### **APPLYING ONLINE**

- FOR APPLYING ONLINE Click on the link below:  
<https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome>

**OR**

- Copy, paste, and enter the link in the address bar of Internet Explorer / Google Chrome:  
<https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome>

In case of any query please email at the below mentioned email address:

**Mr. Sajeevan P**  
**Joint Director (HR)**  
**The Institute of Company Secretaries of India**  
**Email: hr.dept@icsi.edu**