



**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 House, 22, Institutional Area, Lodi Road, New Delhi –110003
Phone : 011-45341036/92 email : hr.dept@icsi.edu Website : www.icsi.edu

The Institute of Company Secretaries of India (ICSI) is a statutory body set up under an act of Parliament, the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries in India. The ICSI invites applications for short term assignment to conduct audit at various offices of ICSI in India.

Post : Consultant (*on assignment basis for short term period till completion of audit assignment*)

No. of post : 10

Compensation: Rs 15,000 to Rs. 25,000/- per location. Fees will be paid after submission of audit report.

{Lodging and travelling expenses of the consultants for conducting audit, the same shall be reimbursed as per ICSI Service Rules}

Period of Engagement : 5 to 10 days per location depending on the volume and transactions. The audit shall be conducted during the period May to July, 2026.

Maximum Age: 45 Years (as on 01.04.2026)

Qualification: (i) Qualified Chartered Accountant (CA)/Cost & Management Accountant (CMA)

(ii) CA/ CMA (Inter)

Experience: Preferably three years' experience.

Job Contents (indicative)

- (i) To ensure proper accounting of all receipts & payments in alignment with the accounting policies and guidelines communicated by HQ, compliances with statutory obligations (TDS, GST, PF, ESI, Professional Tax & others), maintenance of vouchers with supporting documents, reconciliation of bank accounts and inter-unit transactions; verification of Income & Expenditure details for all the Students & Members' Programmes
- (ii) To ensure proper recording of sale of Headquarters publications and deposit of sale proceeds to the Headquarters bank account as well as physical verification of stock at chapter office and reconciling the same with HQ records
- (iii) To ensure proper accounting of chapter assets and assets funded assets by Headquarters, maintenance of Fixed Assets Registers demarcating between the

- two, conducting physical asset verification within the chapter and ensuring adherence to disposal of assets, as per DoFP/Guidelines.
- (iv) Ensuring adherence to the Institute's purchase policy & DoFP, ICSI Guidelines, provisions of the Company Secretaries Act and Regulations and other statutes as may be applicable with respect to the administrative, financial and non-financial matters;
 - (v) To ensure compliance of observations raised during Internal Audit, Statutory Audit and any other audit etc. and suggestions for improvement in the existing process of working (if any).
 - (vi) Identification of areas of leakage of revenue if any and suggest the prevention and detection of frauds and errors.
 - (vii) Submit Audit report in the format provided by ICSI.

(**Note:** Training experience forming a part of the curriculum of any Degree will not be counted towards the total experience)

The link shall be active from **08.04.2026 to 15.04.2026 (15.04.2026 is the last date for applying Online.)**

Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer.

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:

- (i) Before applying for the above post the candidates should satisfy themselves regarding eligibility criteria required for the said post.
- (ii) **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the post mentioned above is 01.04.2026.**

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 15.04.2026

1	<p>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.</p>
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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 :- <ol style="list-style-type: none"> 1. Don't enter Special Characters like " " / ' ' / & etc. 2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc. 3. 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.
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 standard/bench mark 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 with the candidates.
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 Tally is essential for the above post.
7	The selection process will be conducted through online interview.
8	Depending on the requirement, ICSI reserves the right to cancel/ restrict/ curtail/ enlarge the number of vacancies, if the need so arises, without any further notice and without assigning any reason thereof.
9	The "ICSI" takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
10	Canvassing in any form will straightway disqualify the candidature.
11	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

FOR APPLYING ONLINE, click on the link below

OR

Copy, Paste and Enter the link on the address bar of the internet Explorer / Google Chrome

<https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome>

(Note: Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer)

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

website : www.icsi.edu