



Placement Drive 2020



**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)



Dear Members,

Greeting from the Institute of Company Secretaries of India!!!

Placement Drive have become the core Placement Support activity for our Members who are looking forward to be Young Professionals making a mark in Indian Economy. The Placement Drive has, off lately, evolved into one of the important activities of the Institute.

The Institute keeps dedicating its energies towards supporting the new members by providing suitable platform to find appropriate employment opportunities. Accordingly, the Institute is organizing Placement Drives in every region of ICSI during February, 2020 for recruitment of Company Secretary in various Corporates and Practising Company Secretaries firms.

The Company Secretaries who got their membership on or after 1st January, 2018 till 1st January, 2020 ("Eligible Members") are eligible to participate in this drive.

Region wise schedule of ICSI Placement Drive – (2020):

Date & Day of Interview	Address of Regional Offices	Placement Coordinator and Contact Person
SIRO (SOUTHERN INDIA REGIONAL OFFICE)		
14 th February, 2020 (Friday)	ICSI Southern India Regional Office, No. 9, Wheat Crofts Road, Nungambakkam, Chennai – 6000034	Ms. Sarah Arokiaswamy, Regional Director – SIRC Mr. C. Murugan, Senior Executive Assistant Ph: 044 – 28279898 / 25268685; (M) 9443796311 E-mail: siro@icsi.edu; chelliah.murugan@icsi.edu
NIRO (NORTHERN INDIA REGIONAL OFFICE)		
15 th February, 2020 (Saturday)	ICSI – NIRC Building, Plot No. 4, Prasad Nagar Institutional Area, New Delhi - 110005	Ms. 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
EIRO (EASTERN INDIA REGIONAL OFFICE)		
22 nd February, 2020 (Saturday)	ICSI Eastern India Regional Office, 3A, Ahiripukur 1st Lane, Kolkata – 700019	Dr. Tapas Kumar Roy, Regional Director- EIRC M: 97325 86604 Mr. Tamal Kar, Assistant Director Ph: 033 – 22901065 / 22832973; (M) 9051258797 E-mail: eiro@icsi.edu; tamal.kar@icsi.edu
WIRO (WESTERN INDIA REGIONAL OFFICE)		
29 th February, 2020 (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. Lachhmi Bhat, Assistant Director Ph: 022 – 61307923, E-mail: lachhmi.bhatt@icsi.edu



MODALITIES OF PLACEMENT DRIVE:

1. In case of higher number of applications, only shortlisted candidates shall be called & allowed to participate.
2. Shortlisted candidates to report at sharp 8:30 AM at the stipulated venue on the day of the Drive for Registrations. After registrations, Interview Skill Development Module (ISDM) will be provided by the professional Corporate Trainer/Senior HR Personnel/Senior CS to elaborate on how to face the interview.
3. Candidates are strictly advised to wear smart formals on the day of Interview and to carry 15+ clear copies of their updated CV/ Resume and a set of photo copies of their Academic / Professional Certificates.
4. Prior registration is must for participation in the ICSI Placement Drive, 2020.
5. Eligible members are required to pay a Placement Drive registration fee of Rs. 500/- which shall be refunded in full to all those candidates who have appeared in the Placement Drive.
6. Eligible members to apply though the following link: <http://bit.ly/ICSIPlacementDrive2020>

Placement opportunities are open for All India basis, hence Eligible Members from any part of the country can participate in Placement Drive organised by any Region of the ICSI.

For further details and queries the candidates can contact the respective Regional offices.

CS Ashish Garg
President

CS Praveen Soni
Council Member &
Chairman, Placement Committee

CS Ashok Kumar Dixit
Officiating Secretary

Mr. Ritesh Kumar
Deputy Director, Placement Cell



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e-mail: info@icsi.edu

Placement Cell

tel: +91 120 4082124 e-mail: placement@icsi.edu

VISION

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

ICSI Motto

सत्यं वद। धर्मं चर। इष्टार्कं त्रे त्रुत्तः अबेदे ह्यु त्रे त्रुत्तः

MISSION

"To develop high calibre professionals
facilitating good corporate governance"

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