

**INVITATION OF APPLICATIONS FOR
EMPANELMENT AS EXAMINER
FOR THE COMPANY SECRETARIES EXAMINATIONS**

The Institute prepares and updates the panel of Examiners at regular intervals for conduct of CS Examinations. In this regard, the Institute invites applications from suitably qualified, competent and experienced persons having academic flair and willingness to undertake such academic and confidential assignments in the following subjects of Company Secretaries Examinations.

Sl. No.	Stage/ Subject(s) of Examination
<u>SYLLABUS – 2022</u>	
<u>PROGRAMME/ STAGE : EXECUTIVE PROGRAMME</u> <i>(Examination under this syllabus will be held from December, 2023)</i>	
Subjects:	
1.	Jurisprudence, Interpretation and General Laws
2.	Company Law and Practice
3.	Setting up of Business, Industrial and Labour Laws
4.	Corporate Accounting and Financial Management
5.	Capital Market and Securities Laws
6.	Economic, Commercial and Intellectual Property Laws
7.	Tax Laws and Practice
<u>PROGRAMME/ STAGE : PROFESSIONAL PROGRAMME</u> <i>(Examination under this syllabus will be held from June, 2024)</i>	
Subjects:	
1.	Environmental, Social and Governance(ESG) – Principles and Practice
2.	Drafting, Pleadings and Appearances
3.	Compliance Management, Audit and Due Diligence
4.1	CSR and Social Governance
4.2	Internal and Forensic Audit
4.3	Intellectual Property Rights – Law and Practice
4.4	Artificial Intelligence, Data Analytics and Cyber Security – Laws and Practice
5.	Strategic Management and Corporate Finance
6.	Corporate Restructuring, Valuation and Insolvency
7.1	Arbitration, Mediation and Conciliation
7.2	Goods and Services Tax(GST) and Corporate Tax Planning
7.3	Labour Laws and Practice
7.4	Banking and Insurance – Laws and Practice
7.5	Insolvency and Bankruptcy – Law and Practice

Subject wise detailed syllabus is available on the Website: www.icsi.edu

I. QUALIFICATIONS

A person applying for empanelment of his/ her name as Examiner should be holding Professional Qualification as member of the Institute of Company Secretaries of India/ Institute of Cost Accountants of India/ Institute of Chartered Accountants of India at least for three years and/or a Doctorate Degree/ Postgraduate Qualification with at least second class in the discipline of Law,

Management, Finance, Accounting, *etc.*, with three years' experience either in an academic position or in practice or in employment in the respective field/discipline having relevance to the subjects of Examinations.

II. DESIRABLE EXPERIENCE

Persons having adequate experience of teaching/practice in Industry and those having acted as Head Examiner/ Moderator/ Paper Setter/ Examiner in subjects of Law, Management, Finance, Accounting, *etc.*, at Graduate/Post-Graduate level or Professional Examinations or in writing book(s) or study material in the relevant subject(s) OR any other specialized graduate/post-graduate level course (s) with relevant work experience having direct relevance to the aforesaid subject(s) of Examination(s) will be preferred.

III. PREFERENCE

Persons having high Academic/ Professional Qualifications or distinction in any particular Academic/ Professional field(s) or published work in the subjects should be preferred. However, persons with ACS/ FCS qualifications, at least for 3 years, would be given additional weightage.

IV. AGE

Preferable age for Executive Programme Examination would be between 28 years and 60 years and for Professional Programme Examination between 30 years and 70 years. The competent authority may grant relaxation in age limit by 3 to 5 years in case of ACS/ FCS members possessing at least 3 years' experience in evaluation of Answer Books of reputed Organization/ Professional Institution and/or other eminent persons who are otherwise considered suitable for the assignment.

V. SCALE OF HONORARIUM FOR EVALUATION OF ANSWR BOOKS

Sl. No.	<i>Stage of Examination</i>	<i>Rates</i>
(i)	Executive Programme	₹120 per Answer Book
(ii)	Professional Programme	₹150 per Answer Book

VI. RESTRICTIONS

No person having conflict of interest with Examination system of the Institute shall be eligible to apply or empanel as examiner

VII. HOW TO APPLY

Candidates fulfilling the above conditions and not registered as a student of the Institute may send their bio-data in the prescribed application form along with relevant certificates to: The Joint Secretary (Examinations), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector-62, NOIDA – 201309. The prescribed application form can be down loaded from the Institute's website :

<http://www.icsi.edu/webmodules/member/forms/examnew.pdf>

