



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

ICSI on behalf of Ministry of Corporate Affairs invites application from Company Secretary Professionals for contractual vacancies at its RoC's spread across various locations enlisted below. The vacancies are purely on contract basis for an initial period of one year, extendable up to a maximum of four years, where initial 3 months would be of probation.

Job Description:

For various processing and disposal of pending inspections, investigations and inquires and important drives undertaken for effective implementation of Companies Act 2013 in the field offices as well as headquarters of Ministry of Corporate Affairs.

Eligibility:

Must be a member of ICSI, with minimum 2 years of post qualification experience. Candidates with greater experience would be given preference.

Salary Details:

Monthly Package: Consolidated Rs 40,000/- per month + Rs. 1,000/- as conveyance charge

Job location:

All over India as per List below;

Office	Requirement	Office	Requirement
RD(ER)	04	RD(SR)	01
ROC(Kolkata)	07	ROC(Chennai)	01
RD(NR)	03	ROC(Ahmedabad)	01
ROC (Delhi)	04	ROC(Bengaluru)	01
RD(WR)	02	ROC(Hyderabad)	01
ROC(Mumbai)	04	CSR	03
ROC(Pune)	01	CL-II Section	04
Legal Section	02	e-Governance Cell	01

Other Terms and Conditions:

- 1) Selected candidates shall not practice as CA/CWA/CS during the period of their engagement as young Professionals.
- 2) All selected candidates will have to provide declaration of fidelity and secrecy certified as prescribed by the Ministry
- 3) All the selected candidates would be imparted one week of orientation course before assigning the specified tasks.
- 4) No TA/DA will be given to the candidates for attending the interviews
- 5) The services of the young Professionals may be terminated by the Ministry/ regional Directorate by giving 30 days notice in case of the following eventualities ;
 - Young Professional is unable to address the assigned work
 - Quality of the work performed is not to satisfaction of the Ministry/ Regional Director
 - The Young Professional fails in timely achievements of the approved work plan
 - The young Professional is found lacking in honesty and integrity
- 6) The young Professionals may terminate the engagement by serving a notice of 30 days or one month remuneration in lieu thereof.
- 7) One candidate can apply for maximum of two locations more than two would not be considered.

Registration:

Interested candidates may register through the link

<https://goo.gl/forms/Oa0x1VA6pZOTpxuK2> on or before July 30, 2018 12 pm.

**Dte. of Training and Placement
ICSI, New Delhi**