

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Engagement of Young Professionals on Contract

Information about the Vacancy:

The Institute of Company Secretaries (ICSI) of India is looking for Young Professionals on contract in Noida having 2 yr. of experience.

Job Description:

1. Developing the content for new courses
2. Co-ordinating with academic experts for study materials
3. Developing the training module
4. Organising the meeting of the expert committee on CSR.
5. Making strategy to introduce new courses through online admissions
6. Co-ordinating with the candidates for collection of assignments
7. Organising online assessment in co-ordination with exam and It Directorate.
8. Co-ordinating for contact programme for the participants.
9. Any other work assigned from time to time

Eligibility:

Associate Member of the Institute with minimum 2 years of post membership Experience/Post graduate in any discipline with 2 years of experience.

Salary Details:

Negotiable, as per ICSI norms

Job location:

ICSI House, Noida

Apply at:

Placement.ho@icsi.edu