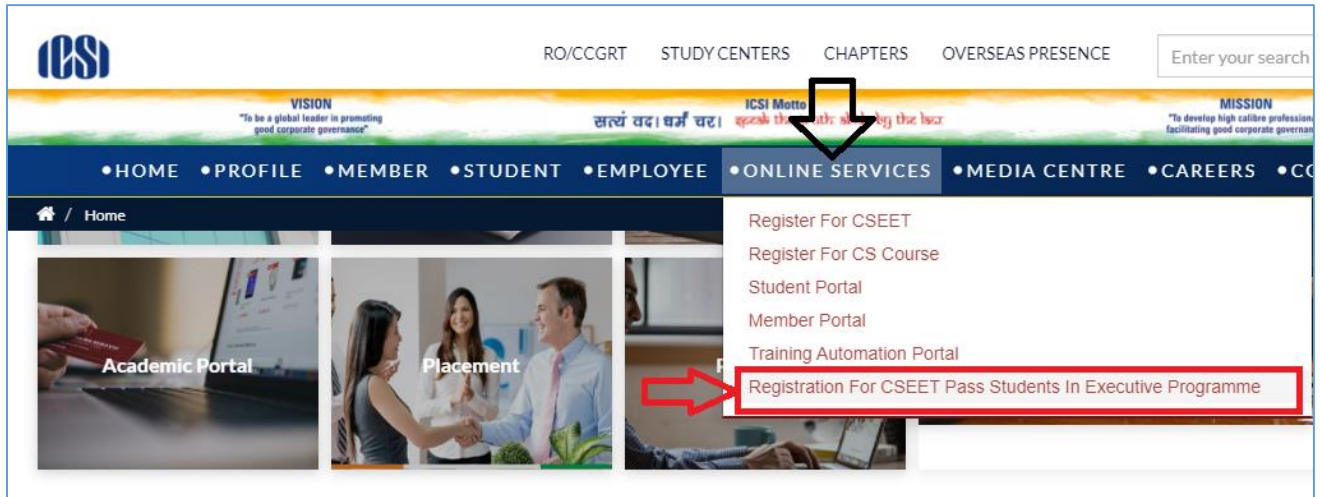


Process of online registration of Executive Programme for CSEET pass students is given below.

Steps 1

Please go to Online Services → Registration for CSEET Pass Students in Executive Programme.



Steps 2

Please Enter your CSEET unique ID number and CEET Roll number.

A screenshot of the online registration form. The form is titled '1. Basic Details' and is part of a multi-step process (2. Education Details, 3. Source Of Information, 4. Document Details, 5. Preview, 6. Payment). The form has two radio buttons: 'New Registration (For Executive Course after CSEET Passed only)' (selected) and 'Incomplete Registration (For Executive Course after CSEET Passed only)'. There are three mandatory fields: 'Enter CSEET Unique Number *', 'Enter CSEET Roll Number *', and 'Verification Code'. The 'Verification Code' field contains the text 'lohign'. There is a 'Submit' button and a refresh icon. A red asterisk indicates mandatory fields.

Steps 3

Please Fill your Basic Details.

The screenshot shows a registration form titled "1. Basic Details" with a progress bar at the top indicating steps 1 through 6. Below the progress bar, there are two radio buttons: "New Registration (For Executive Course after CSEET Passed only)" which is selected, and "Incomplete Registration (For Executive Course after CSEET Passed only)". A red asterisk and the text "*Mandatory Fields" are visible on the right. The form contains several input fields: "Applied Programme" (dropdown menu), "Qualification" (dropdown menu), "Aadhar Card Number" (text input), "Title Mr./Ms./Mrs/Mx" (dropdown menu), "First Name" (text input with "Sahat"), "Middle Name" (text input), "Last Name" (text input with "gupta"), and "Gender" (dropdown menu).

Steps 4

Please Note Request Id and Transaction Id for future reference

The screenshot shows a confirmation message box with a yellow background. It displays "Your Unique Request ID is : 111483843" and "Your request is in progress, and you will receive a confirmation mail/SMS shortly. Please proceed to next pages for registration". Below the message are "Back" and "Next" buttons. The progress bar at the top shows steps 1 through 6, with step 5 being the current step.

Steps 5

Please Fill your Parents details and your qualification Details

The screenshot shows a registration form titled "2. Education Details" with a progress bar at the top indicating steps 1 through 6. Below the progress bar, there are two sections: "Relative" and "Qualifications". The "Relative" section has a dropdown menu for "Father/Spouse" (set to "Father"), a text input for "Father/Spouse name", and a text input for "Mother's Name". The "Qualifications" section is a table with columns: "SNO.", "NAME OF SCHOOL / COLLEGE / UNIVERSITY", "EXAM PASSED", "UNIVERSITY / BOARD", "MAIN SUBJECTS", and "EXAM PASSED YEAR". There is one row with "1" in the SNO. column, and dropdown menus for "EXAM PASSED" and "EXAM PASSED YEAR". A "Delete" link is next to the row. Below the table is a "+ ADD MORE" button. At the bottom are "Back" and "Next" buttons.

| SNO. | NAME OF SCHOOL / COLLEGE / UNIVERSITY | EXAM PASSED | UNIVERSITY / BOARD | MAIN SUBJECTS | EXAM PASSED YEAR | |
|------|---------------------------------------|-------------|--------------------|---------------|------------------|--------|
| 1 | | -Select- | | | -Select- | Delete |

Steps 6

Please fill source of Information, opt for the classroom teaching centres (Yes/No) and click Next button.

The screenshot shows the 'Source Of Information' and 'Fee Details' sections of the portal. The 'Source Of Information' section includes a dropdown for 'How did you come to know about Company Secretaries Course' (set to 'Select Propagation'), a text input for 'Payment Amount' (10600), and radio buttons for 'Opt for the class room teaching centres ?' (Yes/No). A 'Next' button is visible at the bottom right.

Source Of Information

How did you come to know about Company Secretaries Course:

Payment Amount:

Opt for the class room teaching centres ? * Yes No

[Click here for more details](#)

Fee Details

| Item | Amount | Options |
|--|---------|---|
| REGISTRATION FEE-EXECUTIVE | 2000.00 | |
| EDUCATION FEE-EXECUTIVE | 6500.00 | |
| SUBSCRIPTION TO CHARTERED SECRETARY | 500.00 | <input checked="" type="checkbox"/> Uncheck if Not Required (Rs 500.00 will be reduced) |
| PRE -EXAM TEST FEE - EXECUTIVE | 1000.00 | |
| STUDENTS ORIENTATION PROGRAMME- HQ | 500.00 | |
| SALE MANNUAL FOR STUDENTS ORIENTATION PROGRAMME-HQ | 100.00 | |

Note : Chartered Secretary Journal Subscription (Optional) for one year only.

Buttons: Back, Next

Steps 7

Upload your required documents.

The screenshot shows the 'Photo & Signature' and 'Document Upload' sections. The 'Photo & Signature' section has two upload areas for 'Photo' and 'Signature', each with a 'Choose file' button and an 'Upload' button. The 'Document Upload' section has dropdowns for 'Qualification/Certificate Name' (Select Document) and 'Semester/Year' (-Select-), and a 'File Path' input with a 'Choose file' button and an 'Upload' button. Below is a table with columns: SL NO, DOCUMENT TYPE, SEMESTER/YEAR, UPLOAD DATE, DOWNLOAD, DELETE. An 'Undertaking by the Student' checkbox is at the bottom.

Photo & Signature

Photo: No file chosen

Signature: No file chosen

Document Upload

Qualification/Certificate Name * Semester/Year File Path * No file chosen

| SL NO | DOCUMENT TYPE | SEMESTER/YEAR | UPLOAD DATE | DOWNLOAD | DELETE |
|-------|---------------|---------------|-------------|----------|--------|
| | | | | | |

Undertaking by the Student

Steps 8

Click on “Confirm Application” button on screen.

1. Basic Details > 2. Education Details > 3. Source Of Information > 4. Documents Details > 5. Preview > 6. Payment

General Information

| | | | |
|---|--------------|---|---|
| Programme : | Executive |  |  |
| Qualification : | CSEET Passed | | |
| Adhar Card Number : | | | |
| Title : | Mr. | | |
| First Name: | | | |
| Middle Name : | | | |
| Last Name: | | | |
| Gender: | | | |
| Category: | | | |
| Date Of Birth: | | | |
| Nationality: | | | |
| Phone Number: | | | |
| Mobile Number: | | | |
| Father/Spouse's Name: | | | |
| Mother Name : | | | |
| email id : | | | |
| Venue for One Day Orientation Programme | AGRA | | |
| How did you come to know about company | Direct | | |
| Secretaries Course: | | | |
| Payment Amount: | 10,600.00 | | |

CSJ Subscription: Yes
Study Opted: Yes
Class room teaching Opted: No

Permanent Address Details

| | |
|-----------------|-----------|
| Address Line1 : | 2/12 |
| Address Line2 : | |
| Address Line3 : | |
| Country : | India |
| State : | Delhi |
| District:: | New Delhi |
| City: | New Delhi |
| Postal Code: | 110005 |

Address Line1 : 2/12
Address Line2 :
Address Line3 :
Country : India
State : Delhi
District : New Delhi
City: New Delhi
Postal Code: 110005

Education Details

| SNO. | NAME OF SCHOOL / COLLEGE / UNIVERSITY | EXAM PASSED | UNIVERSITY / BOARD | MAIN SUBJECTS | EXAM PASSED YEAR |
|------|---------------------------------------|-------------|--------------------|---------------|------------------|
| 1 | ramjas no | B.COM | cbse | eng | 2020 |

Document Upload

| SNO. | DOCUMENT TYPE | SEME-STER/YEAR | UPLOAD DATE | DOWNLOAD |
|------|------------------------------------|----------------|-----------------------|--------------------------|
| 1 | Photo | NA | 18/9/2020 11:33:27 AM | Download |
| 2 | Signature | NA | 18/9/2020 11:33:32 AM | Download |
| 3 | DOB Certificate / 10th Certificate | NA | 18/9/2020 11:34:11 AM | Download |
| 4 | ID Proof | NA | 18/9/2020 11:33:53 AM | Download |
| 5 | 10+2 Marksheet / Certificate | NA | 18/9/2020 11:33:42 AM | Download |
| 6 | CSEET Admit Card | NA | 18/9/2020 11:34:52 AM | Download |
| 7 | CSEET pass certificate | NA | 18/9/2020 11:34:02 AM | Download |

[Back](#) [Confirm Application](#)

Steps 9

Payment Mode Selection

Choose Payment Mode/Gateway

Payment Mode/Gateway*

Please select

Please select

Challan

Billdesk

Axis Bank

Kotak Bank

* Bill Desk provides option to pay using Credit Card, Debit Card, Debit Card + ATM PIN, Internet Banking, wallet/Cash Cards.
* Axis Bank provides option to pay using Debit/Credit Card only.
* Challan can be submitted to any Branch of Canara Bank.

Steps 8

Please Note Request Id and Transaction Id for future reference

Your Request id is: 51722704

Your Transaction id is: 6571564

Your Request has been received.
Please note this is for all future communication.
The request id and Transaction id is generated only for control purpose and before actual payment transaction starts.
This does not confirm that payment has been received.
Please print your challan and take to your nearest Canara Bank branch for making payment.
ICSI has no responsibility for delay in payment due to any technical/non technical issues whatsoever.

Payment Type:- Executive Registration

Name:- :

Mobile Number:- :

Email Address:- : _

Amount:- 10600.00

Payment Mode:- Billdesk

Proceed

Steps 9

On Successful Payment, You will be registered in Executive Programme and same will be intimated through email/sms on registered email id/mobile number.

Note: Executive Registration number will be used as user id for login in SMASH portal.

For any further information/clarification/guidance, please route your query through support.icsi.edu

Wish you all the best for your journey to this profession.

With best wishes,

Directorate of Student Services

ICSI