



**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)

Vision

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

Motto

सत्यं वद। धर्मं चर। इष्टं कुरु तपः। बोधेन ह्यु तैव विद्वः।

Mission

"To develop high calibre professionals facilitating good corporate governance"



ICSI Mega Placement Drive - I, 2025 for Young Members

Dear Sir/Madam,

Greeting from the Institute of Company Secretaries of India !

The ICSI has its Headquarter in New Delhi and has a nationwide presence with four Regional Offices in New Delhi, Chennai, Kolkata and Mumbai, 73 Chapter Offices spread all across the country and Centre for Corporate Governance, Research and Training (CCGRT) in Mumbai, Hyderabad and Kolkata. The Institute also has Six Overseas Centres at Australia, Canada, Singapore, UAE, UK and USA. With over 75,000 Members and around 2,00,000 Students, the ICSI has the largest membership and student base of Company Secretaries in the world.

As per Section 203 of Companies Act 2013 read with Rule 8 & 8A of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, it is necessitated that every listed company and every other public company having paid up capital of Rs. 10 crores or more to appoint the Company Secretary as a Key Managerial Personnel (KMP). A Company other than a company covered under rule 8 which has a paid up share capital of Rs. 10 Crore or more shall have a whole-time Company Secretary.

The Institute regularly organizes Mega Placement Drives in every region of ICSI and one such Mega Placement Drive is being organized in July, 2025 in a planned and coordinated manner for recruitment of Company Secretaries.

The Institute invites your esteemed organization to participate in the ICSI Mega Placement Drive - I, for recruiting Company Secretary for your organization.

Schedule of Mega Placement Drive – I (2025):

Date & Day of Interview	Venue for Mega Placement Drive - I	Placement Coordinator and Contact Person
ICSI - CCGRT		
01 st July, 2025, (Tuesday)	ICSI - CCGRT, Hyderabad Survey No.1, Genpact Rd, Nr Mallikarjunaswamy Temple, IDA Uppal, Hyderabad, Telangana - 500039	Sh. DVNS Sarma, Director - CCGRT, HYD Sh. Ajay Sharma, Deputy Director Ph: 040 - 27177722 ; (M) 95556 40533 E-mail: ccgrt.hyderabad@icsi.edu; ajay.sharma@icsi.edu
EIRO (EASTERN INDIA REGIONAL OFFICE) ICSI - CCGRT, KOLKATA		
05 th July, 2025, (Saturday)	ICSI - CCGRT, Kolkata Action Area II, New Town (Near Newtown Coffee House) Kolkata –700 135	Sh. Amit Kumar Ghosal, Regional Director- EIRO Sh. Sumanta Dutta, Executive Assistant Ph: 033 - 35033805; (M) 82923 98669 E-mail: eiro@icsi.edu; sumanta.dutta@icsi.edu
WIRO (WESTERN INDIA REGIONAL OFFICE)		
18 th July, 2025, (Friday)	ICSI Western India Regional Office, 13, 56, 57 Jolly Maker Chambers No. II, Nariman Point, Mumbai – 400021	Shri Kailash Kaushik, Regional Director - WIRO Smt. Bhavna Naresh Rakte, Executive Assistant Ph: 022 - 61307921; (M) 8655080589 E-mail: wiro@icsi.edu; bhavna.rakte@icsi.edu

Date & Day of Interview	Venue for Mega Placement Drive - I	Placement Coordinator and Contact Person
NIRO (NORTHERN INDIA REGIONAL OFFICE)		
19 th July, 2025, (Saturday)	ICSI House, C - 36, Sector 62, Institutional Area, Noida - 201301 (U.P.)	Sh. A K Srivastava, Regional Director - NIRO Smt. Harvinder Kaur, Assistant Director Ph: 011- 4934 3002/3008; (M) 98116 06960 E-mail: niro@icsi.edu ; harvinder.kaur@icsi.edu
SIRO (SOUTHERN INDIA REGIONAL OFFICE)		
19 th July, 2025, (Saturday)	ICSI Southern India Regional Office, No. 9, Wheat Crofts Road, Nungambakkam Chennai – 600 0034	Sh. Ankur Yadav, Regional Director - SIRO Sh. Chelliah Murugan, Executive (Admn.) Ph : 044 - 28279898/ 28268685; M : 94437 96311 E-mail: siro@icsi.edu ; chelliah.murugan@icsi.edu
ICSI - CCGRT, MUMBAI		
19 th July, 2025, (Saturday)	ICSI - CCGRT, Mumbai Plot No.101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai - 400 614	Dr. Nikhat Khan, Director- CCGRT, Mumbai Ms. Kavita Chavan, Assistant Director Ph: 022- 4102 1547/ 1503; (M): 93726 88937 E-mail: ccgrt@icsi.edu ; kavita.chavan@icsi.edu

MODALITIES:

1. You are requested to kindly register through the link <https://forms.gle/uanmbGAoAAAZGkoZ9> to participate in the Placement Drive.
2. Placement process would start at 10:00 AM on the scheduled date. The allotted slot would be intimated to you by the respective ICSI Regional Offices after receipt of your confirmation for participation in the ICSI MEGA PLACEMENT DRIVE - I. Allotment of time slot to organizations would be based on availability and sole discretion of the Institute.
3. The participating Companies/ Firms are required to send the offer of appointment to the Candidate through the Institute only. The Companies/ Firms participating in the Placement Drive are required to submit the list of shortlisted candidates in the format given by ICSI, duly signed on the same day of drive.
4. On Spot offers would be highly solicited.
5. No TA/DA would be paid to organizations.
6. For details contact: **0120 - 4082124/2104** ; E-mail: placement@icsi.edu



CS Dhananjay Shukla
President, The ICSI

CS Pawan G Chandak
Vice President, The ICSI

CS Suresh Pandey
Council Member & Chairman,
Placement Committee, The ICSI

CS Asish Mohan
Secretary, The ICSI



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Headquarters

ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110003

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Connect with ICSI

www.icsi.edu | | Online helpdesk : <http://support.icsi.edu>