



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। इष्टकारे त्रेह त्पते, प्पारइपह गेह्मेहठपइहइइ

Mission

"To develop high calibre professionals
facilitating good corporate governance"

Career as a Company Secretary (CS)



Introduction

The Institute of Company Secretaries of India (ICSI) is a premier national professional body constituted under an Act of Parliament (Company Secretaries Act, 1980).



M MINISTRY OF
C CORPORATE
A AFFAIRS
GOVERNMENT OF INDIA



ICSI functions under the jurisdiction of the Ministry of Corporate Affairs, Govt. of India.

The Institute of Company Secretaries of India has been set up to regulate and develop the profession of Company Secretaries.



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ICSI House,
11, Connaught Place, East Block,
New Delhi - 110021

Role of Company Secretary



Advisor to the Board of Directors



Key Managerial Personnel



Compliance Officer



Chief Governance Officer



Corporate Planner & Strategic Advisor



Arbitrator & Mediator



Corporate Risk Manager



Internal Auditor



Secretarial / Compliance Auditor



Social Impact Assessor



Insolvency Professional




Registered Valuer



GST Professional



MSME & Startup Catalyst



Representation Services



Certification Services



ESG & Sustainability Officer

At the core of every well-governed organisation stands the Company Secretary, balancing the interests of all stakeholders. By ensuring compliance in both letter and spirit and guiding ethical, transparent decision-making, the Company Secretary safeguards the trust of all stakeholders and drives sustainable growth



Risk of non compliance increases manifold

What If Company Does Not Engage A Company Secretary?



Opportunity cost incurred in terms of penalty & interest

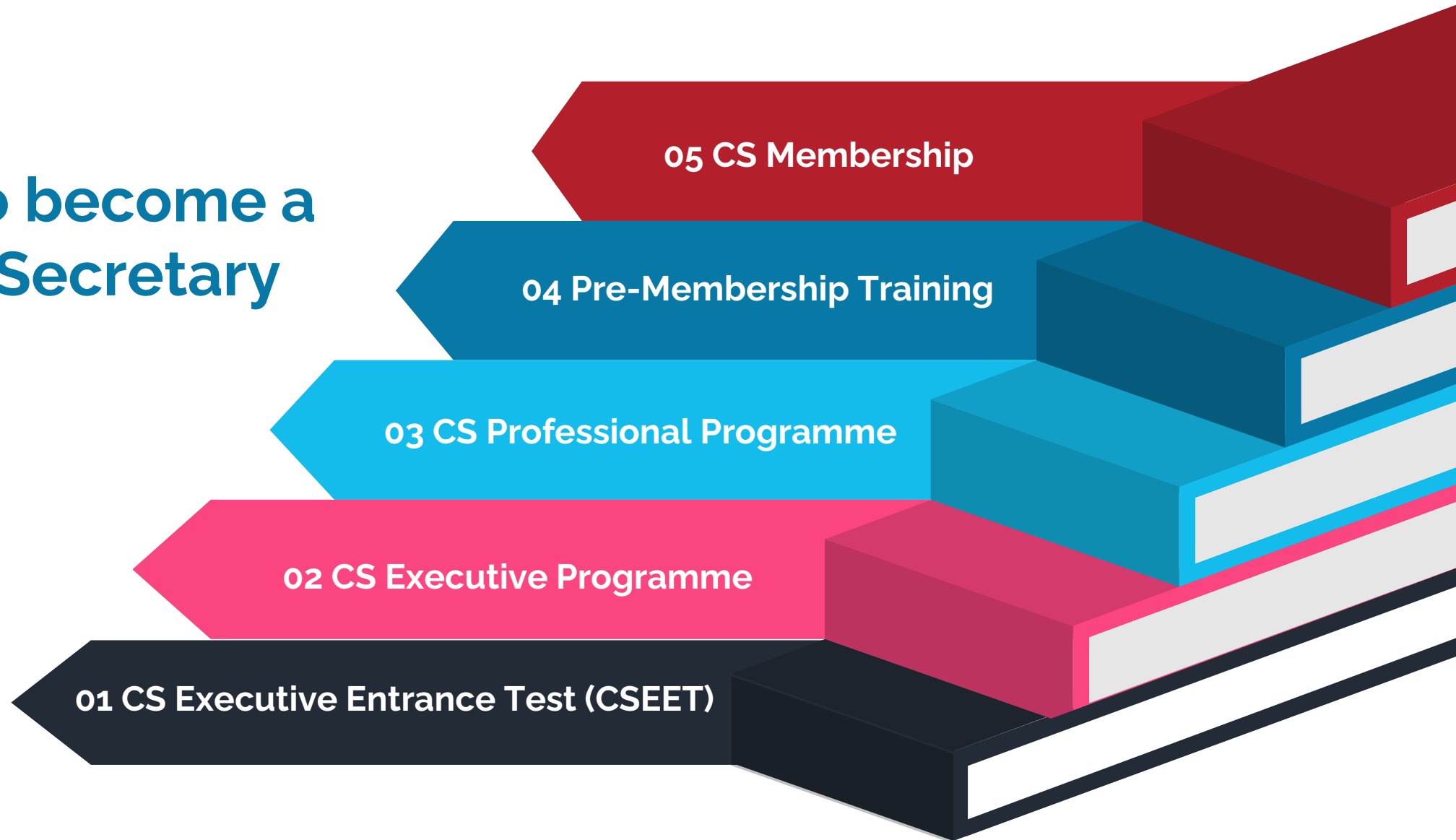
Devoid of valuable advice to business



Directors face enhanced risk exposure



Journey to become a Company Secretary





CSEET - Company Secretary Executive Entrance Test

Eligibility | Senior Secondary Examination (pass or appearing)
or equivalent thereto

Cut-off Dates For Registration

Registration	Examination Schedule
1 st November to 28/29 th February	June Examination (First week)
1 st March to 30 th June	October Examination (First week)
1 st July to 31 st October	February Examination (First week)

Registration Fee :- ₹ 7,500/-

Including Student Induction Programme (SIP)
& Online Classes



CS Executive Entrance Test (CSEET)

Business Communication

3 hrs

Subjective - 100 Marks

Fundamentals of Accounting

3 hrs

Subjective - 100 Marks

Economic & Business Environment

3 hrs

Subjective - 100 Marks

Business Laws & Management

2 hrs

OMR Based - 100 Marks
Business Laws - 60 Marks
Business Management - 40 Marks



Company Secretary Executive Programme

Eligibility

- CSEET qualified students, who have passed the Senior Secondary Examination (10+2 pattern) and whose CSEET result is not older than one year
- CS Foundation pass students
- Graduates and Post-Graduates
- ICMAI Final pass students
- Students appearing in the final year or final semester of undergraduate programmes of three years' duration (provisional registration)
- ICAI Intermediate pass students
- Students who have passed the Sixth semester of any recognized Integrated Programme of five years' duration
- Students appearing in the Sixth semester of any recognized Integrated Programme of five years' duration (provisional registration)

Cut-off Dates For Registration

Registration	Examination Schedule
Till 31 st May	Both groups in December - Same Year
Till 31 st July	One group in December - Same Year
Till 30 th November	Both groups in June - Next Year
Till 31 st January	One group in June - Same Year

Registration Fee ₹ 18,400/-

CSEET Qualified/ CS Foundation Pass

₹ 23,400/-

Graduates / Post Graduates / Sixth Semester pass or appearing / Intermediate pass of ICAI/Final pass of ICMAI

Course Details

CS EXECUTIVE PROGRAMME

Group – I (4 Papers)	Group – II(3 Papers)
1. Jurisprudence, Interpretation & General Laws	5. Capital Market & Securities Laws
2. Company Law & Practice	6. Economic, Commercial and Intellectual Property Laws
3. Setting up of Business, Industrial & Labour Laws	7. Tax Laws & Practice
4. Corporate Accounting & Financial Management	



Company Secretary Professional Programme

Eligibility | CS Executive Programme Pass Students

Cut-off Dates For Registration

Registration	Examination Schedule
Till 31 st May	Both groups in December - Same Year
Till 31 st July	One group in December - Same Year
Till 30 th November	Both groups in June - Next Year
Till 31 st January	One group in June - Same Year

Registration Fee ₹ 20,000/-

Course Details

CS PROFESSIONAL PROGRAMME

Group - I (4 Papers)

1. Environmental, Social and Governance (ESG) – Principles & Practice
2. Drafting, Pleadings and Appearances
3. Compliance Management, Audit & Due Diligence
4. Elective –
 - 4.1 CSR & Social Governance
 - 4.2 Internal and Forensic Audit
 - 4.3 Intellectual Property Rights–Law & Practice
 - 4.4 Artificial Intelligence, Data Analytics and Cyber Security–Laws & Practice
 - 4.5 Advance Tax Laws & Practice
 - 4.6 IFSCA – Regulations, Listing and Compliances

Group - II (3 Papers)

5. Strategic Management & Corporate Finance
6. Corporate Restructuring, Valuation and Insolvency
7. Elective –
 - 7.1 Arbitration, Mediation & Conciliation
 - 7.2 Goods and Services Tax (GST) & Corporate Tax Planning
 - 7.3 Labour Laws & Practice
 - 7.4 Banking & Insurance – Laws & Practice
 - 7.5 Insolvency and Bankruptcy – Law & Practice

ICSI Classroom Teaching Centres

at Regional Offices/Chapters &
Online classes



Pre-Membership Training

One Day Student
Induction Programme
(**SIP**)

Three Days
Orientation
Programme (**TDOP**)

One-month Executive
Development Programme
(**EDP**) [15 days classroom
mode & 15 days online mode]
after passing CS Executive

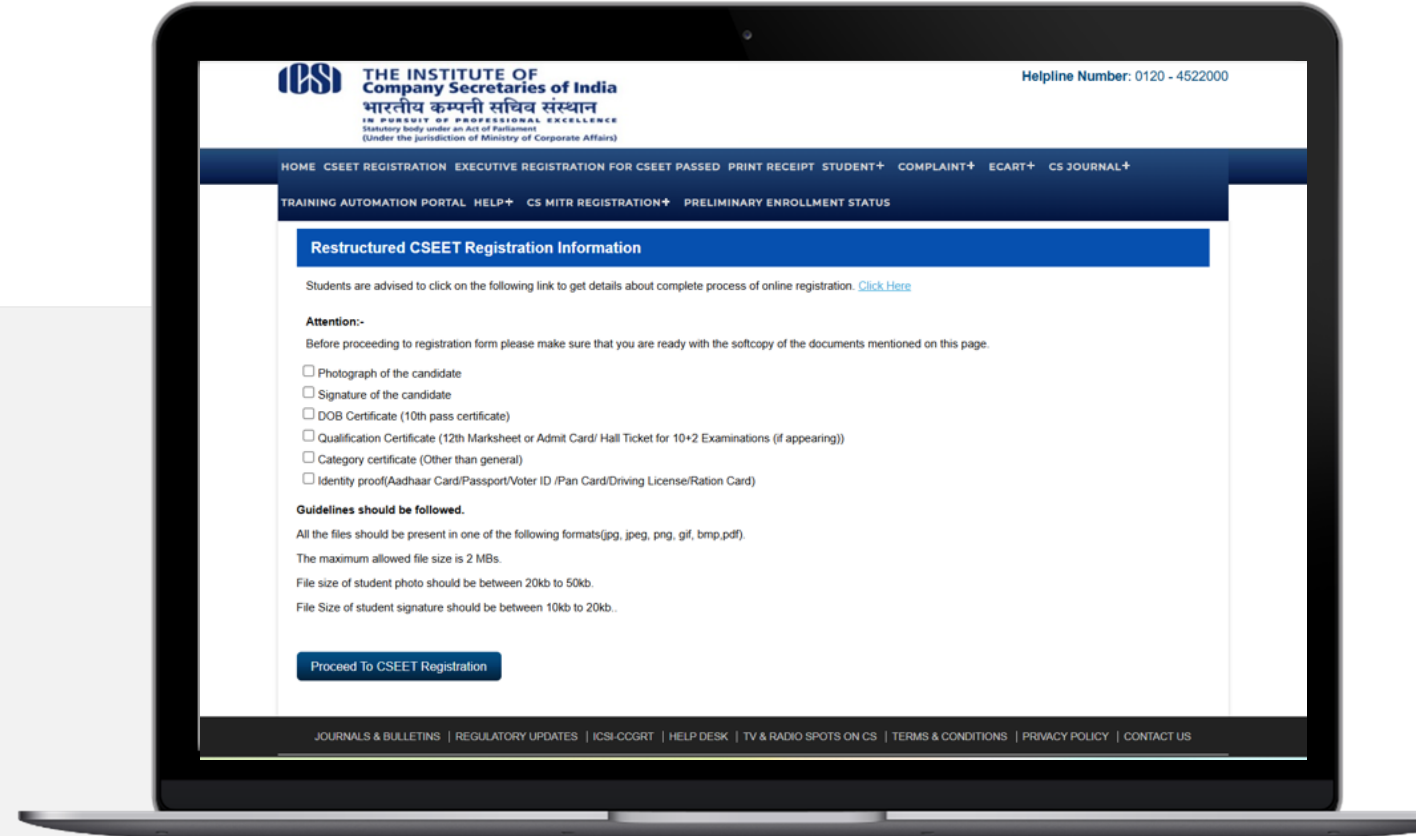
Practical training of
21 months

Corporate Leadership
Development Programme
(**CLDP**) - 30 days
[15 days CLDP in classroom
mode (non-residential) &
15 days CLDP in classroom
mode (residential)]

Registration for CSEET

Link

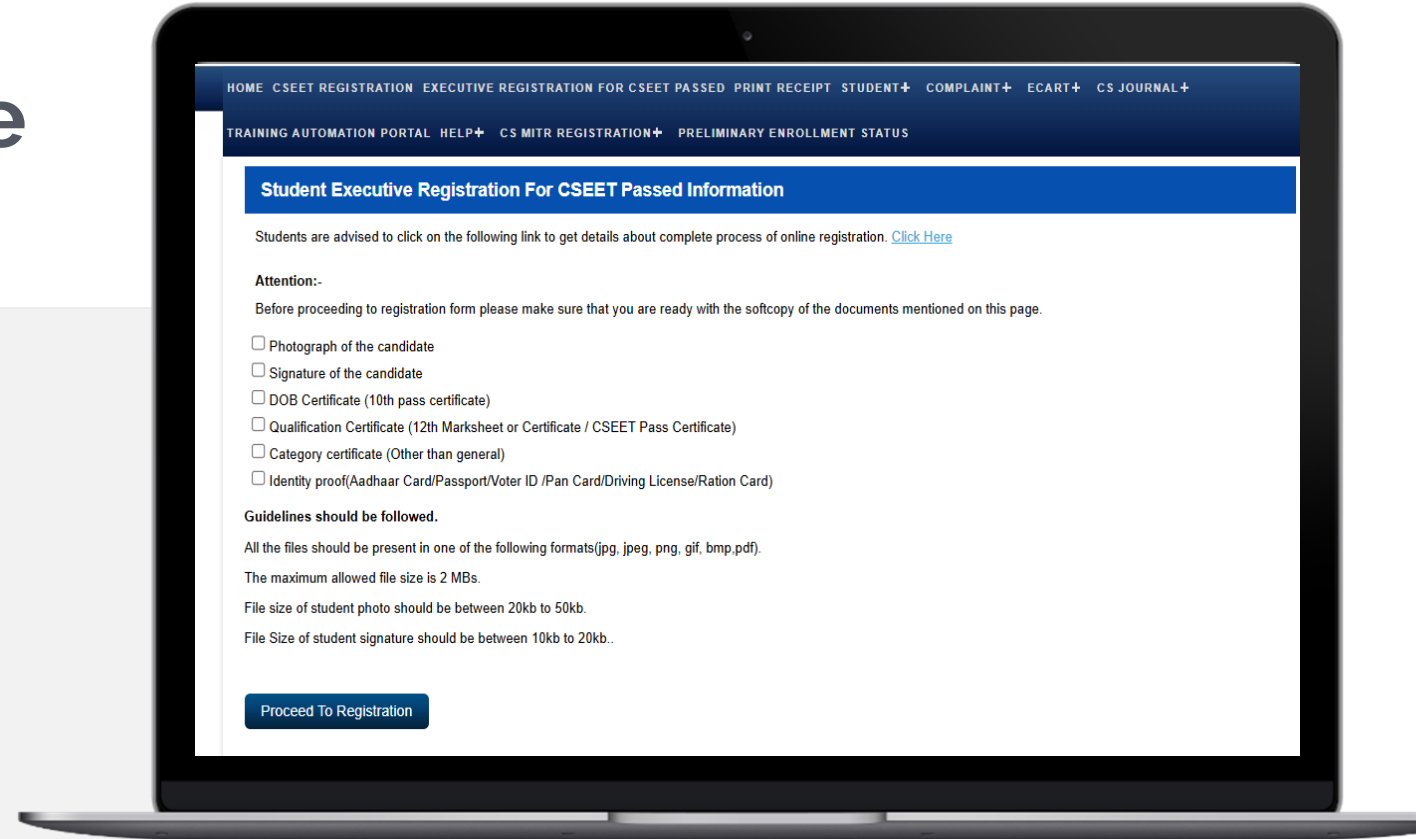
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Registration for Executive Programme (CSEET Passed)

Link

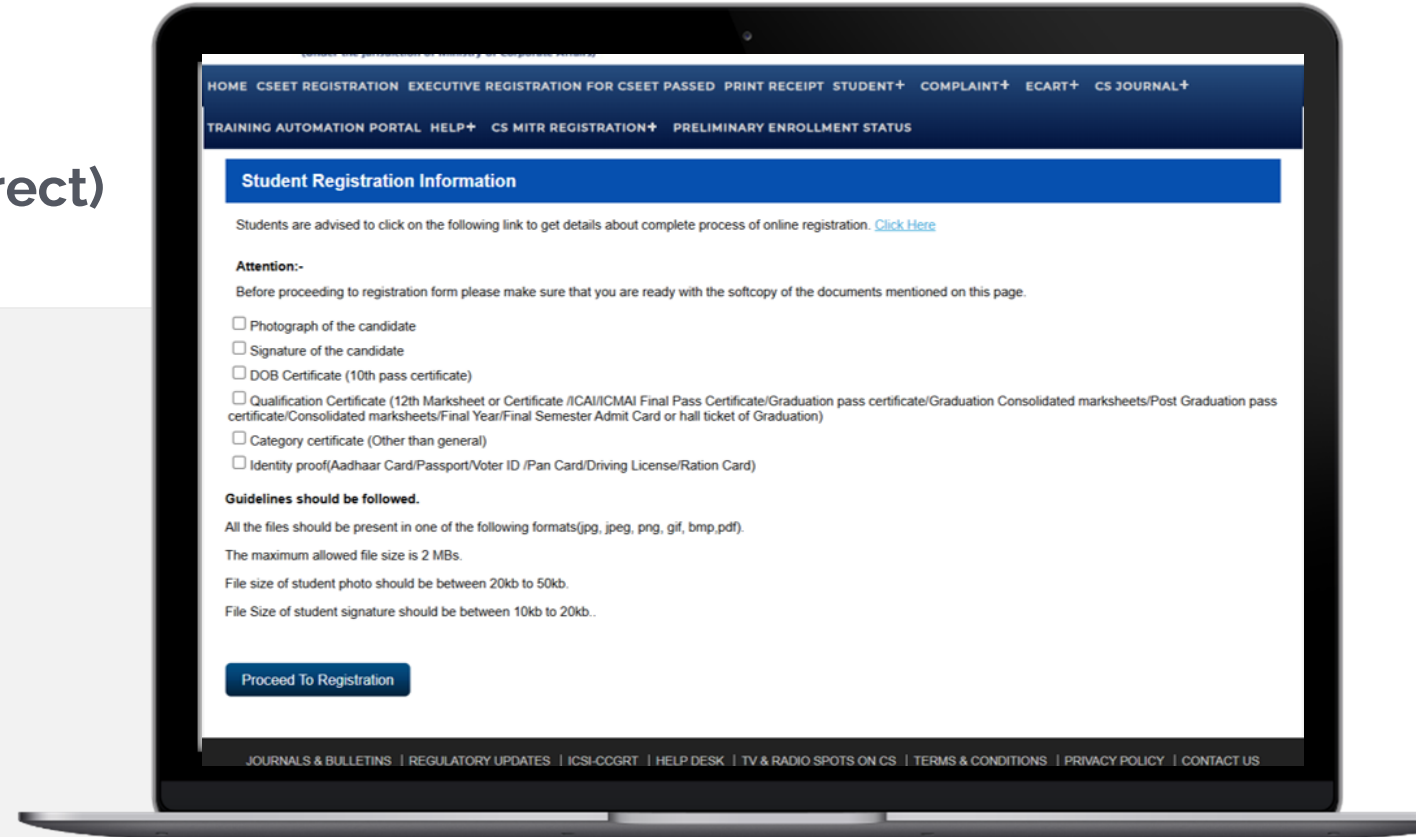
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Registration for Executive Programme (Direct)

Link

<https://smash.icsi.edu/Scripts/Registration/Instructions.aspx?ID=R1>





Placement & Pay Package

Campus recruitment drives have witnessed students transitioning into the profession being engaged by reputed companies and regulatory bodies at attractive remunerations. Leading corporates and multinational organizations are increasingly seeking qualified Company Secretaries, offering competitive and rewarding compensation packages.

Contact for Further Queries

ICSI Headquarters

New Delhi:

ICSI HOUSE, 22 Institutional Area,
Lodi Road, New Delhi 110003
Tel: 011- 4534 1000

Noida

ICSI House, C-36, Sector 62,
NOIDA 201 309 (U.P.)
Tel: 0120- 4522 000



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