

OFFICE OF THE FIRST APPELLATE AUTHORITY
(Designated under the Right to Information Act, 2005)
The Institute of Company Secretaries of India ICSI House
C-36, Sector-62, Institutional Area
Noida - 201 309 (U.P.)

Appeal No. 00032/2026

IN THE MATTER OF:

Reena Jain
Delhi

Appellant

Vs.

Central Public Information Officer
The Institute of Company Secretaries of India
'ICSI House', 22, Institutional Area, Lodi Road,
New Delhi – 110003

Respondent

Date of Order: 21st July, 2026

ORDER

- (1) The Appellant has filed first Appeal No. ICSOI/A/E/26/00032 on 22/06/2026 under Section 19(1) of the Right to Information Act, 2005 in connection with Response vide letter dated 17/06/2026 against the Central Public Information Officer (hereinafter referred to as Respondent) of the Institute of Company Secretaries of India.
- (2) The Appellant vide her RTI Application No. ICSOI/R/E/26/01414 dated 22/05/2026 has requested the following information:

S. No.	INFORMATION REQUESTED
	With reference to ICSI Recruitment Advertisement No. 02/2026, kindly provide the following information:
1.	Number of applications received against each post.
2.	Whether scrutiny or screening process has started. If yes, kindly provide current status of the process.
3.	Whether interview or selection process has started. If yes, kindly provide details of posts for which process has started and current status.

S. No.	INFORMATION REQUESTED
With reference to ICSI Recruitment Advertisement No. 02/2026, kindly provide the following information:	
4.	Expected end date or completion date of recruitment process.
5.	Whether recruitment is being conducted through interview only or written examination and interview or any other method.
6.	Criteria adopted for shortlisting candidates against each post
7.	Number of shortlisted candidates against each post.

- (3) The Appellant has submitted in his instant appeal regarding the reply provided by the Respondent to the RTI queries as under:

S. No.	GROUND OF APPEAL
2.	Status of scrutiny/screening process I had sought information regarding whether scrutiny/screening had commenced and its current status. The reply merely states that the recruitment process for each post is under process. This response does not specifically address the information sought. If scrutiny/screening has commenced, the status should be available on record and disclosed. If it has not commenced, the same may be clearly stated.
3.	Status of interview/selection process The CPIO denied the information by stating that it is not information under Section 2(f) of the RTI Act. I respectfully submit that I did not seek an opinion, explanation, or future prediction. I sought factual information available on record, namely whether the interview/selection process has started, the posts for which it has started, and the current status. Such information is part of official records and falls squarely within the definition of information under Section 2(f). Therefore, denial under Section 2(f) is unjustified.
4.	Expected completion date of recruitment process The CPIO has stated that the query is not specific. The query is clear and relates to the recruitment process under Advertisement No. 02/2026. If any target date, tentative schedule, timeline, note sheet, office memorandum, internal communication, or recorded estimate exists regarding completion of the recruitment process, the same may be provided. If no such record exists, the CPIO may specifically state that no information is available on record. Merely stating that the query is not specific does not constitute a proper RTI reply.

S. No.	GROUNDS OF APPEAL
5.	Mode of recruitment The reply again states only that the recruitment process is under process. The query specifically sought the method of selection, namely whether recruitment is through interview only, written examination and interview, or any other prescribed method. The applicable recruitment rules, advertisement conditions, approval notes, or selection criteria records should be disclosed.
6.	Criteria adopted for shortlisting candidates No substantive information has been provided. The criteria adopted for shortlisting candidates is a matter of record and forms part of the recruitment process. Such information cannot be withheld without citing a valid exemption under the RTI Act.
7.	Number of shortlisted candidates The reply does not provide the information sought. If shortlisting has been completed for any post, the number of shortlisted candidates should be disclosed. If shortlisting has not yet been completed, the same may be clearly stated. Relief Sought In view of the above, I request the Honble First Appellate Authority to: Set aside the incomplete and incorrect portions of the CPIOs reply dated 17.06.2026. Direct the CPIO to provide complete, point-wise information against

(4) The reply of the Respondent against the instant appeal is as under: -

“Written submission to query numbers 2, 3, 5 and 7: - “Available information is attached as **Annexure A.**”

Written submission to query number 4: - “Our reply remains the same as provided in RTI Reply dated 18.06.2026.”

Written submission to query number 6: - “Committee concerned shortlisted the applications of candidates based on relevant experience in Industry / Autonomous Statutory Bodies/ Industry / Academic Institutions / Professional bodies / Associations of similar nature.”

(5) This Office has carefully considered the application, the response, the appeal and the records made available and finds that the matter can be decided based on the material available on record.

(6) This office concurs with the submissions of the Respondent in his reply to the instant appeal.

(7) The appeal is accordingly disposed of.

Sd/-

(Ashvini Kumar Srivastava)
First Appellate Authority

Copy to:

1. Reena Jain
Delhi
2. Central Public Information Officer
The Institute of Company Secretaries of India
'ICSI House', 22, Institutional Area, Lodi Road,
New Delhi – 110003
3. Directorate of IT – For publishing on the website

S. No.	Name of the Post	Query Number 2 : Whether scrutiny or screening process has started. If yes, kindly provide current status of the process.	Query Number 3 : Whether interview or selection process has started. If yes, kindly provide details of posts for which process has started and current status.	Query Number 5 : Whether recruitment is being conducted through interview only or written examination and interview or any other method.	Query Number 7 : Number of shortlisted candidates against each post.
1.	Joint Director (Infrastructure & Building Maintenance)	Scrutiny or screening process completed	shortlisted candidates appeared for interview	Interview	6
2.	Joint Director (Corporate Communication)	Scrutiny or screening process completed	shortlisted candidates shall be appearing for interview	Interview	7
3.	Deputy Director (HRD)	Scrutiny or screening process completed	shortlisted candidates appeared for interview	Interview	4
4.	Deputy Director (Academics)	Scrutiny or screening process completed	No	Interview	--
5.	Deputy Director (Liaisoning)	Scrutiny or screening process completed	No	Interview	--
6.	Deputy Director (Student Services)	Scrutiny or screening process completed	shortlisted candidates appeared for interview	Interview	9

S. No.	Name of the Post	Query Number 2 : Whether scrutiny or screening process has started. If yes, kindly provide current status of the process.	Query Number 3 : Whether interview or selection process has started. If yes, kindly provide details of posts for which process has started and current status.	Query Number 5 : Whether recruitment is being conducted through interview only or written examination and interview or any other method.	Query Number 7 : Number of shortlisted candidates against each post.
7.	Deputy Director (Legal)	Scrutiny or screening process completed	shortlisted candidates appeared for interview	Interview	5
8.	Assistant Director (Studies)	Scrutiny or screening process completed	No	Interview	10
9.	Assistant Director (Academics)	Scrutiny or screening process completed	No	Interview	5
10.	Assistant Engineer (Infrastructure & Building Maintenance)	Scrutiny or screening process is in progress	No	Written Test and Interview	--
11.	Executive (Internal Audit)	Scrutiny or screening process is in progress	No	Written Test and Interview	--
12.	Executive (Academics)	Scrutiny or screening process is in progress	No	Written Test and Interview	--