

**OFFICE OF THE FIRST APPELLATE AUTHORITY**  
**(Appointed 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.00063/2025**

IN THE MATTER OF:

Mr. Hritrick Raturi  
36 Shimla Enclavegms road  
Dehradun – 248001  
Uttarakhand

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: 6<sup>th</sup> October 2025

**ORDER**

- (1) The Appellant has filed first Appeal- No. ICSOI/A/E/25/00063 on 09.09.2025 under Section 19(1) of the Right to Information Act, 2005 in connection with Response vide letter dated 12.08.2025 against the Central Public Information Officer (hereinafter referred to as Respondent) of the Institute of Company Secretaries of India.
- (2) The Appellant vide his RTI Application No. ICSOI/R/E/25/02296 dated 24/07/2025 has requested the following information:

“I am seeking the following information under the provisions of the Right to Information Act, 2005 with respect to Advertisement No. 01/2025 for the post of Executive (Law).

1. Mode of Selection: Whether a written examination is proposed for the recruitment of the said post, or whether the selection is to be made directly through interview.
2. Syllabus for Recruitment Test (if applicable): In case a written exam is proposed or under consideration, kindly provide the detailed syllabus and/or scheme of examination.
3. Shortlisting Criteria for Interview (if no written exam is conducted): If the recruitment is to be conducted only through interview, please provide the shortlisting criteria (such as: Weightage given to graduation/post-graduation marks, Relevant years of work experience, Any other benchmark used for shortlisting candidates).
4. Kindly provide the following information for all previous recruitment conducted for the post of Executive (Law):

- a. Year(s) in which recruitment was conducted.
  - b. Number of posts advertised in each such year.
  - c. Number of applications received for each recruitment exercise.
5. Kindly provide the following information for all previous recruitment conducted for the post of Executive (Law):
  - a. If selection was made through written examination, kindly provide the syllabus or exam pattern.
  - b. If selection was through direct interview, please provide the shortlisting criteria used (e.g., qualification, experience, cut-off marks, etc.) along with the number of candidates interviewed for each such recruitment."

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

"This appeal is with reference to the Reply of Para 4 and 5 in which you replied that the information requested is ambiguous and scattered in different record thus cannot be provided as per the desire of applicant. I would like to draw your attention to Section 4(1)(a) of RTI Act 2005 which says that Every public authority shall maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated. However, in interest of avoiding undue burden on the staff and ensuring that administrative resources are not diverted, I am willing to limit my request to the following: Kindly provide me only the syllabus or exam pattern used in the last recruitment conducted for the post of Executive (Law)."

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

"Since the RTI application pertains to Directorate of Human Resources of the ICSI, therefore, the CPIO has asked for written submission from concerned Directorate for the same. Their submission is mentioned below:

"We reiterate our earlier reply as provided in RTI Reply dated 12.08.2025."

In view of the forgoing, the contents made in the RTI reply stands good and therefore, the appeal deserves to be dismissed."

- (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.

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

The appeal is accordingly disposed of.

Sd/-

(Asit Kumar Rath)  
First Appellate Authority

Copy to:

1. Mr. Hritrick Raturi  
36 Shimla Enclavegms road  
Dehradun – 248001  
Uttarakhand
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