IMPORTANT INFORMATION FOR STUDENTS SEEKING ENROLLMENT TO DECEMBER, 2013 SESSION OF EXAMINATIONS

DISCONTINUATION OF ACCEPTANCE OF OFFLINE APPLICATIONS AND COMPLETE SWITCHOVER TO ONLINE MODE

EXAMINATION APPLICATIONS IN PHYSICAL FORM WILL NOT BE ACCEPTED W.E.F. 1ST OCTOBER, 2013

IT IS BROUGHT TO THE NOTICE OF STUDENTS THAT FROM 1ST OCTOBER, 2013, EXAMINATION APPLICATIONS IN PHYSICAL FORM WILL NOT BE ACCEPTED.

WHILE STUDENTS ARE ENCOURAGED TO SUBMIT THE EXAMINATION APPLICATIONS THROUGH ONLINE MODE EVEN BEFORE 1ST OCTOBER, 2013, THOSE WHO ARE DESIROUS OF SUBMITTING THE SAME THROUGH OFFLINE MODE ARE ADVISED TO DO SO LATEST BY 30TH SEPTEMBER, 2013.

EXAMINATION APPLICATIONS IN PHYSICAL FORM SUBMITTED AFTER 30TH SEPTEMBER, 2013 WILL BE SUMMARILY REJECTED WITHOUT NOTICE.

STUDENTS SUBMITTING THE EXAMINATION APPLICATION IN PHYSICAL FORM (TILL 30TH SEPTEMBER, 2013) WILL BE REQUIRED TO REMIT AN AMOUNT OF RS.500/- TOWARDS THE COST OF EXAMINATION FORM OVER AND ABOVE THE PRESCRIBED EXAMINATION FEE AS WELL AS LATE FEE, IF ANY.

BENEFITS OF ONLINE EXAMINATION ENROLLMENT

STUDENTS SUBMITTING THE FORMS THROUGH ONLINE MODE ARE NOT REQUIRED TO REMIT ANY FEE EXCEPT THE PRESCRIBED EXAMINATION FEE. IN THIS PROCESS THE STUDENTS SHALL BE SAVING RS.500/- BESIDES POSTAGE, DEMAND DRAFT CHARGES, TRAVELLING TIME & COST, ETC.

THE STUDENTS ARE ALSO REQUESTED TO SUBMIT THE EXAMINATION FORMS WELL IN ADVANCE WITHOUT WAITING FOR THE LAST DATES TO AVOID COMPLICATIONS AT A LATER STAGE. THE EXAMINATION ENROLLMENT FOR DECEMBER, 2013 SESSION IS SCHEDULED TO START AFTER 25TH AUGUST, 2013.

NEW EXAMINATION CENTRES FROM DECEMBER, 2013 SESSION

BELGAUM (KARNATAKA) – CODE NO. 320 & GWALIOR (MP) – CODE NO. 421, BHILAI(CHHATTISGARH)- CODE NO. 422

PAPER-WISE EXEMPTION & SWITCHOVER

STUDENTS ARE ADVISED TO SUBMIT THEIR REQUESTS FOR PAPER-WISE EXEMPTION AND SWITCHOVER SEPARATELY THROUGH ONLINE / OFFLINE MODE SEPARATELY. PAPER-WISE EXEMPTION & SWITCHOVER REQUESTS ARE TO BE SUBMITTED BY THE LAST DATE OF EXAMINATION ENROLLMENT.

| FIRST EXECUTIVE PROGRAMME (NEW SYLLABUS) EXAMINATIONS | DECEMBER, 2013 SESSION |
| LAST EXECUTIVE PROGRAMME (OLD SYLLABUS) EXAMINATIONS | DECEMBER, 2014 SESSION |
| FIRST PROFESSIONAL PROGRAMME (NEW SYLLABUS) EXAMINATIONS | JUNE, 2014 SESSION |
| LAST PROFESSIONAL PROGRAMME (OLD SYLLABUS) EXAMINATIONS | JUNE, 2015 SESSION |

EXECUTIVE PROGRAMME (OLD SYLLABUS) STUDENTS DESIROUS OF SWITCHING OVER TO THE NEW SYLLABUS ARE REQUIRED TO FILL UP AND SIGN AN UNDERTAKING IN THE EXAMINATION FORM FOR SWITCHING OVER TO THE NEW SYLLABUS.

SCHEDULE FOR CONDUCT OF EXAMINATIONS

PLEASE REFER TO THE TIME TABLE TO BE PUBLISHED IN THE WEBSITE, BULLETIN, ETC. AND RECHECK THE TIMINGS, DATE, ETC. IN THE ADMIT CARD

IMPORTANCE OF FURNISHING E-MAIL ID AND MOBILE NUMBERS

STUDENTS ARE ADVISED TO GIVE THEIR E-MAIL IDS AND MOBILE NUMBERS IN THE EXAMINATION FORM IN A LEGIBLE AND ERROR FREE MANNER. AS ALL THE COMMUNICATIONS PERTAINING TO THE EXAMINATIONS ARE BEING SENT TO THE STUDENTS BY E-MAIL / SMS/ ANNOUNCEMENTS IN WEBSITE OF THE INSTITUTE, STUDENTS ARE ALSO ADVISED TO WATCH FOR ALL MAILS / MESSAGES RECEIVED IN THE RESPECTIVE E-MAIL IDS / MOBILE NUMBERS GIVEN IN THE EXAMINATION FORM / STUDENT DATABASE APART FROM THE LATEST ANNOUNCEMENTS BEING HOSTED ON INSTITUTE’S WEBSITE www.icsi.edu. STUDENTS ARE ADVISED TO BE EXTREMELY CAREFUL WHILE FILLING UP THE EXAMINATION FORM ESPECIALLY WHILE WRITING THE CODES/ DARKENING THE OVALS. THE EXAMINATION FORMS ARE SCANNED THROUGH OMR BASED SCANNERS AND FURTHER PROCESSED BY THE SOFTWARE SYSTEMS AND INCORRECTLY DARKENING THE OVALS, WRITING WRONG CODES, ETC. MAY RESULT IN ERRORS IN THE ENROLLMENT STATUS FOR WHICH THE INSTITUTE WILL NOT BE RESPONSIBLE.
IMPORTANT CUT-OFF DATES (PLEASE CHECK THE WEBSITE FOR LATEST INFORMATION)

<table>
<thead>
<tr>
<th>SL. NO</th>
<th>Particulars</th>
<th>LAST / CUT-OFF DATE FOR DECEMBER, 2013 SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last date for seeking paperwise exemption (e-mail: <a href="mailto:exemption@icsi.edu">exemption@icsi.edu</a> or tel. No. 0120-4522074)</td>
<td>10TH OCTOBER, 2013 (FROM JUNE, 2014 SESSION, THE CUT-OFF DATE WILL BE 20TH FEBRUARY, 2013 / 20TH AUGUST, 2013)</td>
</tr>
<tr>
<td>2</td>
<td>Last date for seeking extension / denovo registration (e-mail: <a href="mailto:extension@icsi.edu">extension@icsi.edu</a> or tel.no. 0120-4522072)</td>
<td>10TH OCTOBER, 2013 (FROM JUNE, 2014 SESSION, THE CUT-OFF DATE WILL BE 20TH FEBRUARY, 2013 / 20TH AUGUST, 2013)</td>
</tr>
<tr>
<td>3</td>
<td>Date by which summarized details of students enrolled for examinations will be uploaded on the website viz. <a href="http://www.icsi.edu">www.icsi.edu</a> (discrepancies, if any, in the preliminary examination enrollment data may please be brought to the notice of examination enrollment unit at e-mail: <a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a> or tel.no. 0120-4522081 &amp; 4522086)</td>
<td>30-45 DAYS BEFORE COMMENCEMENT OF EXAMINATIONS</td>
</tr>
<tr>
<td>4</td>
<td>Last date for all types changes viz; change of examination centre / medium/ module Note: requests for change in the enrollment status will not be entertained under normal circumstances.</td>
<td>15 DAYS BEFORE COMMENCEMENT OF EXAMINATIONS</td>
</tr>
<tr>
<td>5</td>
<td>Students can download admit card from <a href="http://www.icsi.edu">www.icsi.edu</a> (admit cards will not be sent by post)</td>
<td>10 DAYS BEFORE COMMENCEMENT OF EXAMINATIONS</td>
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EXAMINATION FEE PAYABLE

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<tr>
<th>STAGE</th>
<th>CATEGORY</th>
<th>GENERAL</th>
<th>SC/ ST</th>
<th>PHYSICALLY HANDICAPPTED (SUBJECT TO GUIDELINES)</th>
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<tr>
<td>FOUNDATION PROGRAMME</td>
<td></td>
<td>Rs.1200/- LUMP SUM</td>
<td>Rs.600/- LUMP SUM</td>
<td>Rs.300/- LUMP SUM</td>
</tr>
<tr>
<td>EXECUTIVE PROGRAMME</td>
<td></td>
<td>Rs.1200/- PER MODULE</td>
<td>Rs.600/- PER MODULE</td>
<td>Rs.300/- PER MODULE</td>
</tr>
<tr>
<td>PROFESSIONAL PROGRAMME</td>
<td></td>
<td>Rs.1200/- PER MODULE</td>
<td>Rs.600/- PER MODULE</td>
<td>Rs.300/- PER MODULE</td>
</tr>
</tbody>
</table>

LATE FEE

STUDENTS SUBMITTING THE EXAMINATION FORM AND REMITTING THE FEE DURING THE PERIOD FROM 26TH SEPTEMBER TO 10TH OCTOBER, 2013 ARE REQUIRED TO PAY A LATE FEE OF RS.250/- IN ADDITION TO THE EXAMINATION FEE.

SURCHARGE FOR DUBAI CENTRE

FOR APPEARING FROM OVERSEAS DUBAI CENTRE : SURCHARGE OF US $100 OR Rs.6500/- IN ADDITION TO THE APPLICABLE EXAMINATION FEES AS MENTIONED ABOVE.

FEE TOWARDS CHANGE IN ENROLLMENT STATUS

STUDENTS REQUESTING FOR CHANGE IN EXAMINATION CENTRE/ MEDIUM/ MODULE ARE ALSO REQUIRED PAY RS.250/- PER CHANGE.

CORRECTNESS OF PARTICULARS IN EXAMINATION FORM

STUDENTS ARE ADVISED TO MENTION THE CORRECT MEDIUM / MODULE WHILE FILLING UP THE EXAMINATION FORM SO THAT THERE IS NO NEED TO CHANGE THE SAME.
CHANGE OF EXAMINATION CENTRE

CHANGE OF EXAMINATION CENTRES ARE ALLOWED ONLY IN EXCEPTIONAL CASES. FURTHER, STUDENTS APPLYING FOR SPECIFIC EXAMINATION SUB-CENTRES WITHIN A PARTICULAR CITY (FOR EXAMPLE, DELHI-WEST, KOLKATA NORTH, ETC.) MAY PLEASE NOTE THAT THE ALLOTMENT OF SUCH CENTRES WILL BE SUBJECT TO AVAILABILITY OF SUFFICIENT STUDENTS/ INFRASTRUCTURE/ OTHER ADMINISTRATIVE FACTORS AT THE VENUE AND THE INSTITUTE WILL BE AT LIBERTY TO SHIFT SUCH STUDENTS TO ALTERNATIVE CENTRES IN DIFFERENT PARTS OF THE CITY. FURTHER, STUDENTS WILL NOT BE ALLOWED TO CHANGE FROM ONE CENTRE TO ANOTHER WITHIN THE SAME CITY THE ALLOTMENT OF STUDENTS TO SUB-CENTRES WILL BE AT THE SOLE DISCRETION OF THE INSTITUTE BASED ON VARIOUS ADMINISTRATIVE REQUIREMENTS.

NO OTHER REMITTANCE / QUERY / LETTER SHOULD BE CLUBBED / ATTACHED WITH THE EXAMINATION FEES / APPLICATION

MODE OF PAYMENT OF EXAMINATION FEE

- ONLINE EXAMINATION ENROLLMENT : THROUGH CREDIT/ DEBIT CARDS OR NETBANKING
- SUBMISSION AT THE HEADQUARTERS/ REGIONAL / CHAPTER OFFICES : THROUGH CROSSED DEMAND DRAFT DRAWN IN FAVOUR OF “THE INSTITUTE OF COMPANY SECRETARIES OF INDIA”, PAYABLE AT NEW DELHI.
- CHEQUES (EVEN AT PAR CHEQUES) ARE NOT ACCEPTED. NO BENEFITS FOR FEE PAID BY CHEQUE WILL BE ENTERTAINED AND SUCH APPLICATIONS WILL BE REJECTED WITHOUT NOTICE. SUCH STUDENTS WILL ALSO NOT BE ALLOWED TO REPLACE THE CHEQUE WITH DEMAND DRAFT AFTER THE LAST DATE.
- IN CASE THE AMOUNT IS LYING AT CREDIT, THE ORIGINAL LETTER ISSUED BY INSTITUTE SHOWING THE CREDIT BALANCE MUST BE ATTACHED, FOR ADJUSTMENT TOWARDS THE EXAMINATION FEES.
- ONCE AN APPLICATION FOR APPEARING IN THE EXAMINATION IS ACCEPTED BY THE INSTITUTE, NO PART OF THE FEE IS REFUNDED OR ADJUSTED TOWARDS THE NEXT EXAMINATION, UNDER ANY CIRCUMSTANCES.

VERIFICATION OF EXAMINATION ENROLLMENT STATUS AT WWW.ICSI.EDU (VERY IMPORTANT)

NOTWITHSTANDING THE REASON FOR ANY OF THE MISTAKES WHICH MIGHT HAVE CREPT INTO THE PRELIMINARY ENROLLMENT DETAILS TO BE MADE AVAILABLE APPROXIMATELY 30-45 DAYS BEFORE COMMENCEMENT OF EXAMINATIONS, THE INSTITUTE WOULD MAKE ALL EFFORTS TO RECTIFY THE SAME PROVIDED THE SAME ARE BROUGHT TO THE NOTICE OF THE INSTITUTE IMMEDIATELY AND IN ANY CASE UPTO 15 DAYS BEFORE COMMENCEMENT OF EXAMINATIONS. ALL STUDENTS ARE, THEREFORE, ADVISED TO INVARIABLY CHECK UP THE PRELIMINARY ENROLLMENT DETAILS WHICH ARE USUALLY UPLOADED TO THE WEBSITE OF THE INSTITUTE ABOUT ONE MONTH BEFORE COMMENCEMENT OF THE EXAMINATIONS. THE INSTITUTE WILL NOT BE RESPONSIBLE FOR NON-RECEIPT / DELAYED RECEIPT OF EXAMINATION APPLICATIONS INCLUDING LOSS IN TRANSIT AND SUCH STUDENTS WILL NOT BE ENROLLED FOR THE EXAMINATIONS. THE DISCREPANCIES MAY BE POINTED OUT AT E-MAIL ID enroll@icsi.edu

GENERAL INSTRUCTIONS

- THE EXAMINATION APPLICATIONS ARE PROCESSED THROUGH ‘SCANNING METHOD’ AND THE INFORMATION FILLED IN BY THE STUDENTS WITH REGARD TO THE MODULE, MEDIUM, EXAMINATION CENTRE, EXEMPTIONS SOUGHT ETC. ARE CAPTURED ELECTRONICALLY FROM THE ‘CODES’ RELEVANT TO EACH PARAMETER. EVEN MINUTE ERRORS ON THE PART OF THE STUDENTS IN FILLING UP THE APPLICATION FORM MAY LEAD TO MISREPRESENTATION OF FACTS. ALL STUDENTS ARE, THEREFORE, ADVISED TO BE EXTREMELY CAREFUL WHILE FILLING UP THE VARIOUS CODES AND WRITING THEM LEGIBLY WITHOUT ANY SCOPE FOR CONFUSION.
- STUDENTS ARE STRICTLY ADVISED TO ENSURE THAT DARKENED OVALS MATCH WITH THE CODE NUMBERS WRITTEN BY THEM. THE INSTITUTE WILL NOT BE RESPONSIBLE FOR ANY ERROR IN EXAMINATION ENROLLMENT DUE TO SUCH MISMATCH.
- ADMIT CARDS ARE NOT BEING SENT IN PHYSICAL FORM (BY POST). STUDENTS ARE ADVISED TO DOWNLOAD THE ADMIT CARD FROM THE INSTITUTE’S WEBSITE WWW.ICSI.EDU
- STUDENTS WHOSE REGISTRATION NUMBERS ARE VALID UPTO FEBRUARY/ AUGUST ARE ELIGIBLE TO APPEAR IN JUNE/ DECEMBER SESSIONS OF EXAMINATIONS.
FOR CANDIDATES OPTING TO WRITE EXAMINATION IN HINDI MEDIUM

- IF THE STUDENT DOES NOT MENTION THE MEDIUM OF EXAMINATION, HE/SHE WILL BE ALLOTTED ENGLISH MEDIUM ONLY (THIS DOES NOT MEAN THAT STUDENTS OPTING FOR ENGLISH MEDIUM ARE NOT REQUIRED TO MENTION THEIR MEDIUM IN THE EXAMINATION FORM).

- OPTION MUST BE EXERCISED FOR ALL PAPERS OF THE MODULE EXCEPT BUSINESS COMMUNICATION / BUSINESS, ETHICS AND COMMUNICATION OF FOUNDATION PROGRAMME. STUDENTS ARE NOT ALLOWED TO OPT FOR HINDI MEDIUM SUBJECT-WISE AND THE SAME SHOULD BE EXERCISED MODULE-WISE.

- AN OPTION ONCE EXERCISED SHALL BE IRREVOCABLE FOR THAT PARTICULAR SESSION OF EXAMINATION

- THE ANSWER BOOK OF SUCH CANDIDATES WHO WRITE SOME OF THE PAPERS/ANSWERS IN ONE MEDIUM AND SOME IN OTHER MEDIUM ARE LIABLE TO BE CANCELLED WITHOUT ANY NOTICE.

- IF A STUDENT WRITES HIS ANSWERS IN HINDI MEDIUM WITHOUT EXERCISING SUCH OPTION, HE/SHE MAY NOT BE GIVEN CREDIT FOR HIS/HER ANSWER(S)

PROCEDURE FOR AVAILING PAPER-WISE EXEMPTION

- STUDENTS WHO WANT TO APPLY FOR QUALIFICATION BASED PAPER-WISE EXEMPTIONS IN BELOW MENTIONED PAPERS, MUST ENSURE THAT ATTESTED COPIES OF MARKS SHEETS OF ALL PARTS / SEMESTERS OF RELEVANT QUALIFICATIONS ARE ATTACHED ALONG WITH THE EXEMPTION FEE @ RS.1000/- PER PAPER WITH A SEPARATE REQUEST LETTER DULY STAPLED IN ONE BUNCH AND CLIPPED WITH THE ENROLLMENT APPLICATION FORM. PLEASE NOTE THAT DOWNLOADED COPIES (MARK SHEETS/ CERTIFICATES) OR SCANNED COPIES SENT BY E-MAIL ARE NOT ACCEPTABLE. HARD COPIES OF THE ATTESTED CERTIFICATES/ MARK SHEETS ARE COMPULSORY APART FROM FILLING UP THE REQUISITE COLUMNS IN THE EXAMINATION FORM. COPIES OF THE CERTIFICATES/ MARK SHEETS ARE REQUIRED TO BE SENT TO DIRECTOR (STUDENT SERVICES), THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, C-37, SECTOR-62, NOIDA -201 309 (UP) BY SPEED POST BY SUPERSCRIBING THE ENVELOPE “PAPER-WISE EXEMPTION REQUEST FOR CS EXAMINATIONS DECEMBER, 2013 SESSION”. STUDENTS MAY ALSO SUBMIT THEIR APPLICATION FOR PAPER-WISE EXEMPTION THROUGH ONLINE MODE AT WWW.ICSI.EDU

- PHOTO COPIES OF THE MARKS SHEETS FOR AVAILING THE PAPER WISE EXEMPTION ON THE BASIS OF SECURING 60% OR MORE MARKS IN THE EARLIER EXAMINATION OF THE INSTITUTE MUST BE ATTACHED WITH EXAMINATION FORM.

- STUDENT MUST NOTE THAT IN CASE THE ABOVE DOCUMENTS ARE NOT SUBMITTED ALONG WITH THE ENROLLMENT/ EXAMINATION FORM, PAPER-WISE EXEMPTION / BENEFIT WILL NOT BE GRANTED FOR THE SAID EXAMINATION.

- IT MAY BE NOTED THAT:
  i) IF ANY STUDENT ALREADY BEEN GRANTED EXEMPTION IN ANY PAPER HE/SHE SHOULD MENTION THE SAME IN THE EXAM FORM IN APPROPRIATE COLUMN.
  ii) IF HE/SHE WISHES TO CANCEL THE EXEMPTION ALREADY GRANTED HE/SHE SHOULD WRITE TO THE INSTITUTE FOR THE SAME SEPARATELY
  iii) EXEMPTION IN ANY PAPER ONCE CANCELLED CAN NOT BE REVIVED UNDER ANY CIRCUMSTANCES. EXEMPTION NOT CLAIMED IN THE EXAMINATION ENROLLMENT FORM WILL NOT BE ENTERTAINED LATER ON.

CODE LIST & BASIS PERTAINING TO PAPER-WISE EXEMPTION

<table>
<thead>
<tr>
<th>CODE</th>
<th>BASIS</th>
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<tbody>
<tr>
<td>001</td>
<td>WHERE A CANDIDATE ON HIS REGISTRATION DE NOVO AND/ OR AT THE TIME OF SWITCHOVER TO NEW SYLLABUS HAS BEEN GRANTED EXEMPTION IN PAPER(S) UNDER THE NEW SYLLABUS ON THE BASIS OF HAVING PASSED ANY MODULE AND / OR EXEMPTION FROM INDIVIDUAL SUBJECT(S) / MODULE(S) SECURED BY HIM UNDER THE OLD SYLLABUS, HE SHOULD INDICATE BASIS CODE OF EXEMPTION AS “001”</td>
</tr>
<tr>
<td>002</td>
<td>WHERE A CANDIDATE HAS SECURED 60% OR MORE MARKS IN PARTICULAR SUBJECT IN PREVIOUS EXAMINATION(S), HE SHOULD INDICATE THE BASIS CODE OF EXEMPTION AS “002”. PHOTO COPY OF MARKS SHEETS ALONGWITH SEPARATE REQUEST LETTER MUST BE ATTACHED WITH THE EXAMINATION FORM</td>
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</table>
### BASED ON HIGHER QUALIFICATIONS ACQUIRED BY THE STUDENTS

#### EXECUTIVE PROGRAMME – (OLD SYLLABUS)

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<tr>
<th>SUBJECT CODE</th>
<th>SUBJECTS</th>
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<th>BASIS OF EXEMPTION QUALIFICATION</th>
<th>BASIS CODES</th>
<th>BASIS OF EXEMPTION QUALIFICATION</th>
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<tbody>
<tr>
<td>221</td>
<td>GENERAL &amp; COMMERCIAL LAW (GCL) (MODULE-1)</td>
<td>014 BGL (Three Years)</td>
<td>INDUSTRIAL, LABOUR &amp; GENERAL LAWS (ILGL) (MODULE-1)</td>
<td>014 BGL (Three Years)</td>
<td>INDUSTRIAL, LABOUR &amp; GENERAL LAWS (ILGL) (MODULE-1)</td>
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<td></td>
<td>015 BL (Three Years)</td>
<td></td>
<td>015 BL (Three Years)</td>
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<td>047 LLB (Three/Five Years)</td>
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<td>047 LLB (Three/Five Years)</td>
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#### EXECUTIVE PROGRAMME (NEW SYLLABUS) (FROM DECEMBER, 2013 SESSION)

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<tr>
<td>327</td>
<td>INDUSTRIAL, LABOUR &amp; GENERAL LAWS (ILGL) (MODULE-1)</td>
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<td>014 BGL (Three Years)</td>
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<td>015 BL (Three Years)</td>
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#### PROFESSIONAL PROGRAMME – (OLD SYLLABUS)

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<td>236</td>
<td>ADVANCED TAX LAWS &amp; PRACTICE (ATLP) (MODULE-3)</td>
<td>044 Final Pass of ICAI-CMA</td>
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#### PROFESSIONAL PROGRAMME (NEW SYLLABUS) (FROM JUNE, 2014 SESSION)

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<td>337 ADVANCED TAX LAWS &amp; PRACTICE (MODULE-5)</td>
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#### GRANT OF FACILITY OF WRITER’S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES

Any physically disabled student having a minimum of 40% physical disability or defect or deformity of permanent nature and who wishes to seek writer’s help and/or extra time for the purpose of writing the examination should make a separate written request alongwith the following supporting documents:

1. Disability certificate issued by the Medical Board/Head of Deptt. or Sr. Medical Officer (specialists) of a central or state govt. hospital certifying the nature (permanent or temporary) and percentage of disability, and its duration affecting his/her writing ability and/or the normal physical functions; and

2. Letter of permission issued to him/her by Sr. Secondary Board/ University and/or any other professional/educational examining body, such as - University, UPSC, SSC, State Public Service Commission, ICAI, ICAI-CMA, etc., granting him/her such assistance for appearing or writing the examinations.
3. CANDIDATES WITH PHYSICAL DISABILITY ARE REQUIRED TO APPLY AFRESH FOR SEEKING GRANT OF EXTRA TIME AND/OR ‘SCRIBE’ SEPARATELY FOR EACH SESSION OF EXAMINATIONS EVEN IF HE/SHE HAD BEEN GRANTED THE SIMILAR PERMISSION BY THE INSTITUTE PREVIOUSLY. THE SEPARATE APPLICATION SHOULD REACH THE JOINT DIRECTOR (EXAMS), THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, C-37, INSTITUTIONAL AREA, SECTOR 62, NOIDA – 201309(UP) ON OR BEFORE - 9TH APRIL (FOR JUNE SESSION) & 10TH OCTOBER (FOR DECEMBER SESSION). PLEASE NOTE THAT CANDIDATES WITH PHYSICAL DISABILITY OF TEMPORARY NATURE AND INJURIES LIKE, FRACTURE, DISLOCATION AND/OR ANY OTHER ILLNESS ETC., ARE NOT ELIGIBLE FOR ANY CONCESSION OR ASSISTANCE OF WRITER’S HELP (SCRIBE) AND/OR EXTRA TIME.

PROCEDURE FOR ONLINE EXAMINATION ENROLLMENT

1. GO TO WWW.ICSIEDU
2. CLICK ON ONLINE SERVICES

3. LOGIN THEN PUT YOUR USER NAME & PASSWORD (YOUR FULL REGISTRATION NUMBER IS YOUR USER NAME & PASSWORD YOU CAN CREATE OF YOUR OWN BY CLICKING ON THE LINK “RESET PASSWORD(STUDENTS ONLY)”
STEPS FOR RESET PASSWORD (STUDENTS ONLY)

TYPE YOUR REGISTRATION NUMBER IN USERNAME (17 DIGIT REGISTRATION NUMBER)

CLICK ON RESET PASSWORD, IF PASSWORD NOT AVAILABLE.

ENTER YOUR ALL DETAILS (I.E. STAGE, GENDER, DOB, PIN CODE ETC.) AND THEN CLICK ON PROCEED.

SUBSEQUENTLY ENTER YOUR EMAIL ADDRESS AND MOBILE NUMBER.

CLICK ON RESET PASSWORD AND GET YOUR PASSWORD ON THE SCREEN AGAIN.

RE-LOGIN WITH THE USERNAME (17 DIGIT REGISTRATION NUMBER) & PASSWORD (AS DISPLAYED ON THE SCREEN)

GO TO MY ACCOUNT\STUDENT \OPTION

4. CLICK MY ACCOUNT UNDER STUDENT OPTION. CLICK ON EXAMINATION ENROLLMENT UNDER SUBMIT EXAMINATION FORM

5. READ INSTRUCTIONS CAREFULLY BEFORE PROCEED TO FILL ENROLLMENT FORM
6. **FILL THE FORM AND MAKE PAYMENT**

After successful payment an acknowledgement is generated as per the following specimen:

In case acknowledgement is not generated but the amount is deducted from the bank account, please download a duplicate copy of the acknowledgement as per the following process:
ENTER YOUR REQUEST ID AND PAYMENT ID AND THEN CHECK STATUS

IN CASE OF UNSUCCESSFUL PAYMENT PLEASE RESUBMIT YOUR EXAMINATION FORM AFTER UNLOCKING THE FORM BY CLICKING ON THE RELEVANT CHECK BOX.

IF THE FEE IS NOT RECEIVED BY THE STIPULATED DATES THE EXAMINATION FORM WILL BE REJECTED WITHOUT NOTICE.