

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **DIRECTORATE OF EXAMINATIONS**

Frequently Asked Questions (FAQs) pertaining to the following Facilities/Guidelines are provided for the reference and information of students:

1. **Grant of Scribe (Writer) and/or Extra Time to Person with Disability (Divyangjan) Candidates for writing Company Secretaries Examinations**
2. **Issue of Duplicate Result-cum-Marks Statement**
3. **Issuance of Ranks in CS Examination**
4. **Merit-cum-Means Assistance Scheme**
5. **Merit Scholarship Scheme**
6. **Prize Awards**
7. **Validation of Educational Qualification**
8. **Verificaiton of Marks, Inspection And/Or Supply of Certified Copy of Answer Book**

## **1. GRANT OF SCRIBE (WRITER) AND/OR EXTRA TIME TO PERSON WITH DISABILITY (DIVYANGJAN) CANDIDATES FOR WRITING COMPANY SECRETARIES EXAMINATION**

**Q.1 Whether the Institute provides any special facility to Physically Challenged/Disabled Students for writing the CS Examinations?**

**Ans.** Yes. The Institute provides special facility to Person with Disability (Divyangjan) Students.

**Q.2 What are the facilities provided to the Person with Disability (Divyangjan) Candidates for writing the CS Examination?**

**Ans.** Person with Disability (Divyangjan) Candidates shall be provided with extra time or scribe with extra time for writing the CS Examination.

**Q.3 Who is a Person with Disability (Divyangjan)?**

**Ans.** The following persons have been categorized as Person with Disability (Divyangjan):

- (i) An Orthopedically Challenged (OC) person is one who has -
  - (a) a minimum of 40% physical defect or deformity which causes interference with the normal functioning of bones, muscles and joints, or
  - (b) Loco motor disability, or
  - (c) any form of cerebral palsy, and is so certified by :
    - i. A Medical Board, or
    - ii. Head of Department or Specialists/Sr. Medical Officer of a State or Central Government Hospital;
- (ii) Orthopedically Challenged person with Speech Impairment.
- (iii) Deaf & Hearing Impaired (HI): The Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e., total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies

- (iv) Visually Challenged (Blindness or Low Vision) (VC) refers to a person who suffers from either of the following conditions:
- (a) Total absence of sight;
  - (b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;
  - (c) Limitation of the field of vision subtending an angle of 20 degree or worse and so certified by a Medical Board OR Head of Department or Specialists/Sr. Medical Officers of a State or Central Government Hospital; and
  - (d) A person with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

**Q.4 What is the Percentage and nature of disability for availing the Extra Time or Scribe with Extra Time?**

**Ans.** Any Person with Disability (Divyangjan) Candidate having a minimum of 40% physical disability of permanent nature shall be provided writer's help and/or extra time for appearing in Company Secretaries Examination.

**Q.5 How much extra time does the Institute grant for writing the CS Examinations?**

**Ans.** The Institute, on medical ground, allows the Person with Disability (Divyangjan) to use extra time of **20 minutes per hour** as per the guidelines beyond the prescribed Examination timings of three hours (*i.e.*, Total four hours) for writing the CSEET, Executive and Professional Programme Examination.

**Q.6 Whether a Candidate should make separate application in addition to the online application for enrolment for appearing in the Examination?**

**Ans.** Candidates seeking writer's (scribe) help and/or extra time for appearing in Company Secretaries Examination are requested to submit a separate application in the prescribed format (available on the website of the Institute) in addition to submitting his/her online enrolment application for appearing in the Examination.

**Q.7 Should a Candidate apply to the Institute in the prescribe form or through email?**

**Ans.** Candidates should apply **in writing** to the Institute in the prescribed application form available on website of the Institute and not through e-mail.

**Q.8 When a Candidate should apply to the Institute for availing the facility?**

**Ans.** Candidates should apply for the facility at least 45 days in advance from the date of commencement of Examination in which he/she intends to appear.

**Q.9 What are the documents to be submitted along with application form for availing the facility?**

**Ans.** The application should be submitted along with following documents duly attested:

- (i) Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital/Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and
- (ii) Letter of permission issued, if any, by Sr. Secondary Board/University in 10<sup>th</sup>, 10+2, or Degree Examination in which Candidate had appeared; or
- (iii) Permission granted by other reputed professional institutes/educational examining bodies, such as — UPSC, SSC, State Public Service Commission, etc., allowing such assistance for appearing of a Scribe and/or Extra-time in the earlier Examinations; and
- (iv) Full size photograph showing the disability.

**Q.10 How to apply for the facilities/benefits of Scribe and/ or Extra-time?**

**Ans.** Any Person with Disability (Divyangjan) Candidate having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek help of a “Scribe” and/or Extra-Time for the purpose of appearing in Company Secretaries Examination is requested to submit a separate application in the prescribed format (available on the Institute’s website: [www.icsi.edu](http://www.icsi.edu)) in addition to submitting his/her online enrolment application

for appearing in the Examination together with the attested photocopies of following documents and with full size photograph showing the disability:

- (i) Disability Certificate issued by a Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital/Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and
- (ii) Letter of permission issued to him/her by Sr. Secondary Board/ University and/or any other professional/educational examining body, such as — UPSC, SSC, State Public Service Commission, The Institute of Chartered Accountants of India, The Institute of Cost Accountants of India, etc., granting him/her such assistance for appearing or writing the Examinations.

**Q.11 Do one needs to forward the original disability certificate to the Institute along with the duly filled in application?**

Ans. No. The original disability certificate need not be forwarded to the Institute along with the duly filled in application.

**Q.12 What are the other/special concession granted to the Candidates suffering with Dyslexia, Dysgraphia and Dyscalculia?**

Ans. The Candidates who are suffering from Dyslexia, Dysgraphia and Dyscalculia are considered as special case and following facilities shall also be provided to the Candidates suffering from above diseases:

- (i) Concession for spelling mistakes;
- (ii) The cover page of the main answer book(s) of such Candidates should be affixed with stamp “Dyslexia, Dysgraphia and Dyscalculia and/ or paper written by a scribe”
- (iii) The Examiners of such Candidates be instructed accordingly.

**Q.13 Who can attest the copies of disability certificate, other documents and photograph?**

Ans. The original medical certificate may be got verified and its photo copy(ies) be attested by the Regional Director/Chairman of the Regional/Chapter Office of the Institute or Gazetted Officer.

**Q.14 Whether the Candidate who had already availed the facility in earlier session should again apply for availing the facility for future session(s) of Examination?**

Ans. A Person with Disability (Divyangjan) who had been granted facility of writer's help and/extra time in the previous CS Examination(s) and wish to avail of such concession or assistance for writing the ensuing Examination are required to apply afresh for each session of Examination giving reference of communication allowing such facility granted in the past. In such cases, Candidates are not required to submit the attested copies of above stated documents and full size photograph.

**Q.15 Can an applicant with temporary disability apply and avail the facility?**

Ans. Candidates having disablement of temporary nature such as fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, etc., are not eligible to seek any concession or assistance of scribe and/or extra time.

**Q.16 Whether the Institute communicates to the Candidate regarding the facility granted?**

Ans. Yes. Communication regarding grant of writer's help and/or extra time for writing the Examinations is normally sent to the respective Candidates 5-8 days before the commencement of each Examination after the issue of Admit Card/Roll Number.

**Q.17 Who will provide the scribe for writing the Examination?**

Ans. The Institute will provide Scribe through Superintendent of Examination Centre, if Candidate insist to bring his/her own Scribe he/she may be allowed to do so subject to the verification of Educational Qualification by the Centre Superintendent concerned.

**Q.18 What are the criteria of qualification of the scribe?**

Ans. The academic qualification of a 'scribe' to write the Examination on behalf of a physically challenged Candidate should be one grade lower than the qualification of the Candidate enrolled for appearing in CS Examination. The qualification of a Scribe for:

- (i) **CSEET** – 10<sup>th</sup> Standard or Matriculation or pursuing 11<sup>th</sup> Standard
- (ii) **CS Executive Programme Examination** – 12<sup>th</sup> Pass/ 10+2 pass or more but lower than Graduation (Under Graduate) and should not have completed or pursuing CS, CA, CMA or LL.B.
- (iii) **CS Professional Programme Examination**– Graduation pass but should not be a Post Graduate, and should not have completed or pursuing CS, CA, CMA, LL.B. or Post Graduation Course in Commerce, Management or Law Stream.

**Q.19 How much extra time is provided to Person with Disability (Divyangjan) Candidates?**

Ans. Every Candidate with specified disability, whether using scribe or not, shall be provided 20 (twenty) minutes extra time for every hour of Examination.

**Q.20 Whether the Candidates provided with scribe is entitled for extra time?**

Ans. Yes. Candidates provided with scribe are also entitled for the extra time as stated above.

**Q.21 Whether the Candidate is required to pay any extra fees for availing the facility of scribe?**

Ans. No. A Candidate is not required to pay any extra fees for availing the facility of scribe.

**Q.22 Can the application for grant of scribe and/extra time be sent along with other correspondence?**

Ans. No. For quick disposal, the application for grant of writer's help and/or extra time should not be clubbed with any other query or correspondence.

**Q.23 How can students get the guidelines and application form?**

Ans. The guidelines for grant of Scribe and/or Extra-time to Person with Disability (Divyangjan) Candidates in Company Secretaries Examinations are available on the Institute's website: [www.icsi.edu](http://www.icsi.edu) and the prescribed applications form for availing the facility of writer's help and/ or extra time can be downloaded from the website of the Institute at the URL given below:

[https://www.icsi.edu/media/webmodules/Scribe\\_form.pdf](https://www.icsi.edu/media/webmodules/Scribe_form.pdf)

**Q.24 What is the address for sending the application to the Institute?**

**Ans.** The duly filled in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the following address:

The Joint Director

Directorate of Examinations

The Institute of Company Secretaries of India

'ICSI House', C-37, Sector 62, Institutional Area

NOIDA – 201 309 (U.P.)

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## **2. FAQS- ISSUANCE OF DUPLICATE RESULT-CUM-MARKS STATEMENT**

**Q.1 Does the Institute issue duplicate Result-cum-Marks Statement to the Candidates on their request?**

**Ans.** Yes. Institute issues duplicate Result-cum- Marks Statement on receipt of application in the prescribed format with requisite fee.

**Q.2 What is the procedure for obtaining duplicate Result-cum- Marks Statement?**

**Ans.** Candidates may apply for the duplicate Result-cum- Marks Statement as per the prescribed procedure given on the website of the Institute at the following link:

**[https://www.icsi.edu/webmodules/Duplicate\\_Result\\_cum\\_MarksStatement.pdf](https://www.icsi.edu/webmodules/Duplicate_Result_cum_MarksStatement.pdf)**

**Q.3 What is the fee for obtaining duplicate Result-cum- Marks Statement?**

**Ans.** A fee of Rs.100 per duplicate Result-cum-Marks Statement of previous Examination(s) is payable by Demand Draft drawn in favour of the “The Institute of Company Secretaries of India” payable at New Delhi.

**Q.4 Whether the Candidate is required to pay any fees over and above the prescribed fee if he/she intends to receive the duplicate Result-cum- Marks Statement by post?**

**Ans.** Yes. The Demand Draft should be made inclusive of the amount of speed post i.e. Rs. 40 to be sent along with the application.

**Q.5 Can a duplicate Result-cum- Marks Statement be obtained without payment of fee?**

**Ans.** Yes. The above mentioned prescribed fee of Rs.100 per duplicate Result-cum-Marks Statement of previous Examination(s) is payable after the expiry of three (3) months from the date of declaration of results of that Examination. Therefore, an application made prior to the completion of the three months from the date of declaration of result period does not require the payment of any fee on the part of the Candidate.

**Q.6 Whether duplicate Result-cum- Marks Statement is issued for all stages of CS Examination?**

**Ans.** No. From June 2011 session onwards, Candidates of Foundation and Executive Programme Examinations are advised to download their e-result-cum-marks statement from the website of the Institute as per the URL given below:

<http://icsi.examresults.net/result-archives.htm>

**Q.7 What are the documents to be sent along with the application for duplicate Result-cum- Marks Statement?**

**Ans.** Applicants are required to submit self-attested copy of (a) ACS/FCS Certificate or Examination Admit Card issued by the Institute [for members only] and (b) Identity Card issued by the Institute or Aadhar Card, Passport or any other proof of identification and address issued by the Central/State Government (for both members and students) along with the application.

**Q.8 Within what time the duplicate Result-cum-Marks Statement is issued?**

**Ans.** Duplicate Result-cum- Marks Statement will be issued normally within 10 working days of receipt of application.

**Q.9 To whom should the application be addressed for duplicate Result-cum-Marks Statement?**

**Ans.** The envelope containing application for duplicate result-cum-marks statement should be superscribed “**Application for Issue of Duplicate Result-cum-Marks Statement**” and addressed to:

Shri G H Ramana

Joint Director

Directorate of Examinations

The Institute of Company Secretaries of India

C-37, Institutional Area, Sector-62

NOIDA-201 309 (U.P.)

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### **3. FAQs – ISSUANCE OF RANKS**

#### **Q.1 What are the Exams in which ICSI provides Ranks?**

**Ans.** The ICSI provides ranks to Candidates separately in each stage of CS Examination, i.e. Executive and Professional Programme.

#### **Q.2 What are the requirement to be eligible to be a Rank holder?**

**Ans.** The ICSI provides ranks in order of Merit to Candidates who:

- i. have passed all papers of a stage of Examination in single attempt
- ii. have not claimed any exemptions in any paper
- iii. attain upto 10<sup>th</sup> Rank in order of Merit irrespective of Percentage of Marks secured by them

#### **Q.3 Does ICSI provide Rank to Candidates beyond top 10?**

**Ans.** The ICSI provides additional Ranks upto and including 25<sup>th</sup> Rank to Candidates who secure 55% or more marks in aggregate considering the highest percentage of Marks of that stage of Examination.

#### **Q.4 Does the performance of Candidates in earlier stages of Examination has any impact on the Rank provided to Candidates for the current Examination?**

**Ans.** The Candidates' appearance in earlier/ previous Examination(s) has no bearing on providing Ranks to Candidates for the current Examination.

#### **Q.5 What happens with Ranks if two or more Candidates secure equal Marks/ percentage of Marks?**

**Ans.** Candidates securing equal Marks/ percentage of Marks shall be considered as Joint-Rank Holder and be treated at par.

#### **Q.6 When is the Rank List displayed on Institute's website?**

**Ans.** The Rank List shall be displayed on Institute's website after the closure of process under Regulation 42(2) of Company Secretaries Regulations, 1982 (process of verification of Marks).

**Q.7 Does ICSI publish any Provisional Rank List displayed on Institute's website?**

**Ans.** ICSI displays Provisional Rank List after declaration of Result subject to the provisions of Regulation 42(2) of Company Secretaries Regulations, 1982.

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#### **4. FAQs -- MERIT-CUM-MEANS ASSISTANCE SCHEME**

**Q.1 Whether the Institute has any assistance scheme for meritorious students from economically weaker background?**

**Ans.** Yes. The Institute has a scheme known as the Merit-Cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 under which financial assistance is provided to economically needy and meritorious Candidates to enable them to pursue the Company Secretaryship Course.

**Q.2 What is the object of this scheme?**

**Ans.** The scheme is intended to provide financial assistance to economically needy and meritorious Candidates to pursue studies for the Professional Programme of Company Secretaries.

**Q.3 Are there any Guidelines prescribed for the assistance scheme?**

**Ans.** Yes. The Guidelines of the scheme as well as prescribed application form are available on the website of the Institute : [www.icsi.edu](http://www.icsi.edu) at the link:

<https://www.icsi.edu/Docs/Website/Guidelines%20merit%20cum%20means.pdf>

**Q.4 Who is eligible to apply for financial assistance under the Scheme?**

**Ans.** The Candidates eligible to apply for financial assistance under this scheme should –

- i. be having valid registration as student of the Institute; and
- ii. have passed all the papers of Executive Programme Examination , at one sitting, in the first attempt, without claiming exemption in any subject and secured at least a minimum of 50% marks in the aggregate; and
- iii. not be receiving scholarship from any other source for pursuing the course of Company Secretaries; and
- iv. be having annual income not more than the limit prescribed in the scheme; and
- v. have applied to the Institute in prescribed manner and the application complete in all respect has received in the Institute within the prescribed period

**Q.5 What is the income limit prescribed for availing financial assistance under this scheme?**

**Ans.** If the Candidate is employed or having an independent source of income, then his/her income should not be more than Rs.2,40,000 per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined family income from all sources should not be more than Rs.3,60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

**Q.6 How many Candidates are granted financial assistance under this scheme for each session of CS Examination?**

**Ans.** In pursuance of para 8 of the “Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983”, 25 number of eligible students are granted financial assistance for Professional Programme each per session.

**Q.7 How Candidates are selected for grant of financial assistance if the number of applications received in the Institute from the eligible Candidates are more than that the prescribed?**

**Ans.** In case more number of applications are received, the prescribed number of eligible Candidates are selected on the basis of their performance in the Examination, i.e., on the basis of percentage of marks secured in Executive Programme Examination.

**Q.8 How much amount of financial assistance is granted to selected Candidates?**

**Ans.** The Candidate selected for award of financial assistance under the scheme will get Rs.500 per month for a period of 10 months and will also be exempted from payment of education fee and Examination fee during the period of assistance.

**Q.9 What is the procedure of applying for grant of financial assistance under this scheme?**

**Ans.** According to the scheme, a Candidate has to apply in the prescribed Application Form which can be downloaded from Institute’s website [www.icsi.edu](http://www.icsi.edu) at the link [https://www.icsi.edu/media/webmodules/Application\\_Form\\_16022024.pdf](https://www.icsi.edu/media/webmodules/Application_Form_16022024.pdf) within the stipulated time.

**Q.10 What are the documents required to be submitted while applying for grant of financial assistance under the scheme?**

**Ans.** Candidates are required to submit the following:

- i. Application Form as prescribed, duly filled-in and complete in all respect, and the same shall reach the Institute within the prescribed time limit.
- ii. Attested copies of mark-sheet(s) and certificate(s).
- iii. Income certificate, as prescribed, clearly indicating monthly as well as yearly income of the Candidate and/or his/her parents/guardian/spouse.
- iv. Attested copy of Caste certificate (If applicable).

**Q.11 What is the last date of receiving application in the Institute for Grant of Financial Assistance under the scheme?**

**Ans.** Normally the last date of receiving application under the scheme is:

- i. 25<sup>th</sup> May for applying on the basis of passing December Examination session of preceding year
- ii. 25<sup>th</sup> November for applying on the basis of passing June Examination session. However, the Candidates shall refer the last date prescribed in the notification inviting applications under the scheme for each Examination session.

**Q.12 What is the duration for grant of amount of scholarship?**

**Ans.** The amount of financial assistance is granted for a period of ten (10) months which shall commence from the month following the month of Declaration of Result and on registration as a student.

**Q.13 What are the conditions for continuance of assistance?**

**Ans.** The benefits accruing from this assistance scheme shall continue for the period specified above, subject to the following conditions:

- (i) That the student consciously and diligently pursues the studies and complies with all the requirements and formalities as may be specified by the Institute from time to time.
- (ii) That his/her progress shall be regular and satisfactory and subject to review by the Institute on quarterly basis.

(iii) That the conduct of the Candidate is found satisfactory as provided in Regulation 27 of the 'Company Secretaries Regulations, 1982.

**Q.14 When the Institute makes the announcement inviting application for grant of financial assistance?**

**Ans.** Institute makes the announcement to this effect for December Examination session, in month of February/ March next year and for the June Examination session, in the month of August/ September on the website and also publish the same in its e-bulletin(s) of Student Company Secretary in the month(s) of March/ April and September/ October respectively.

**Q.15 How the Institute communicates to the students regarding award of scholarship?**

**Ans.** Selected Candidates are informed individually through letter and the list of such Candidates is uploaded on the website of Institute: [www.icsi.edu](http://www.icsi.edu)

**Q.16 What is the mode of payment of scholarship amount to the students?**

**Ans.** Institute transfers the scholarship amount directly to Candidates' bank account.

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## **5. FAQS - MERIT SCHOLARSHIP SCHEME**

**Q.1 Does the Institute has any provision for awarding Scholarship to its meritorious students?**

**Ans.** Yes. The Institute awards “Merit Scholarships” to its brilliant students for pursuing Professional Programme on the basis of their meritorious performance in the Examinations on their passing Executive Programme Examination, as per the criteria stipulated under the “Merit Scholarship (Company Secretaryship Course) Scheme, 1983”.

**Q.2 What is the objective of this scheme?**

**Ans.** The scheme is intended to recognise meritorious performers in the Institute’s Examinations and accordingly provide Scholarships to meritorious Candidates to pursue studies for the Professional Programme of Company Secretaries.

**Q.3 Are there any Guidelines prescribed for the scheme?**

**Ans.** The Guidelines for this scheme are available on the website of the Institute [www.icsi.edu](http://www.icsi.edu) at the following link:

<https://www.icsi.edu/WebModules/LinksOfWeeks/MeritScholarship.pdf>

**Q.4 Who is eligible for Merit Scholarship?**

**Ans.** The Candidates eligible for grant of Merit Scholarship under this scheme should

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- i. have passed all the papers of Executive Programme Examination, at one sitting, in the first attempt, without claiming exemption in any subject and secured at least a minimum of 55% marks in the aggregate; and
- ii. have valid registration as student of the Institute; and
- iii. have secured position among top 25 Candidates each in order of Merit in Executive Programme Examinations; and
- iv. not be receiving Scholarship from any other source for pursuing the course of Company Secretaries.

**Q.5 How many Candidates are granted Scholarship under the scheme for each session of CS Examination?**

**Ans.** In pursuance of para 7 of the “Merit Scholarships (Company Secretaryship Course) Scheme, 1983, 25 number of eligible Candidates are awarded Scholarship each for Professional Programme Examination per session of Examination.

**Q.6 How much amount is granted to Candidates selected for Merit Scholarship?**

**Ans.** During the period of Scholarship, the Candidate selected for the award of Scholarship will get Rs. 750 per month for a period of 10 months.

**Q.7 What is the duration for grant of amount of Scholarship?**

**Ans.** The amount of Scholarship is granted for a period of ten (10) months which shall commence from the month following the month of declaration of result and on registration as a student.

**Q.8 What are the conditions for continuance of Merit Scholarship?**

**Ans.** The benefits accruing from this Scholarship scheme shall continue for the period specified above, subject to the following conditions:

- i. That the student consciously and diligently pursues the studies and complies with all the requirements and formalities as may be specified by the Institute from time to time.
- ii. That his/her progress shall be regular and satisfactory and subject to review by the Institute on quarterly basis.
- iii. That the conduct of the Candidate is found satisfactory as provided in Regulation 27 of the ‘Company Secretaries Regulations, 1982. The Scholarship so provided may be recovered, withdrawn or cancelled, at the discretion of the Institute, if at any time it is found that a Candidate is violating any/all of the conditions stipulated in the scheme.

**Q.9 Can the student apply for the Merit Scholarship?**

**Ans.** There is no need to apply for Merit Scholarship. The Institute itself selects Candidates for grant of Merit Scholarship on the basis of meritorious performance in the Examination and their eligibility.

**Q.10 How the Institute does communicates to the students regarding award of Scholarship?**

**Ans.** Selected Candidates are informed individually through letter and the list of such Candidates is uploaded on the website of Institute: [www.icsi.edu](http://www.icsi.edu)

**Q.11 What is the mode of payment of Scholarship amount to the students?**

**Ans.** Institute transfers the Scholarship amount directly to Candidates' Bank Account.

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## **6. FAQS - PRIZE AWARDS SCHEME**

### **Q.1 What are the Objectives of Prize Award?**

**Ans.** The aim of introducing prize awards is to generate healthy competition amongst talented students and inspire them to show brilliant performance in Examinations, recognize their accomplishments publicly and further encourage them to achieve excellence of higher order at various stages of 'Company Secretaryship' Examinations.

### **Q.2 Are there any guidelines prescribed for the Prize Awards?**

**Ans.** The guidelines for Prize Awards are hosted at the website of the Institute: [www.icsi.edu](http://www.icsi.edu) at the link :

<https://www.icsi.edu/Docs/Website/guideline%20for%20prize%20award.pdf>

### **Q.3 Whether the details of Prize Awards are made available to the Candidates?**

**Ans.** Yes. The list of Prize Awards along with brief criteria is made available for information of one and all and the same is hosted on the website of the Institute: [www.icsi.edu](http://www.icsi.edu) at the link:

<https://www.icsi.edu/portals/0/PrizeCriteria.pdf>

### **Q.4 What is All-India, Regional and Chapter basis of Prize Awards?**

**Ans.** The prize awards are instituted on All-India, Regional and Chapter basis.

- i. All India Prize Awards : These prize awards recognize performance of Candidates on All-India basis and such prizes are given away to the Candidates who display the best performance taking into consideration the performance of all such Candidates appeared in the Examination from the exam centres situated throughout the nation.
- ii. Regional Prize Awards: These prize awards recognize performance of Candidates on Regional basis and such prizes are given away to the Candidates who display the best performance taking into consideration the performance of all such Candidates appeared in the Examination from the exam centres situated in the jurisdiction of that particular region, say East, West, North or South.
- iii. Chapter Prize Awards : These prize awards recognize performance of Candidates on Chapter-level basis and such prizes are given away to the Candidates who display the best performance taking into

consideration the performance of all such Candidates appeared in the Examination from the Exam Centres situated in the jurisdiction of that Chapter.

**Q.5 What is the eligibility criteria of Prize?**

**Ans.** Each prize award may have different eligibility criteria. For criteria of each prize award, Candidates may refer List of prize awards hosted on the website [www.icsi.edu](http://www.icsi.edu) Normally a Candidate is considered eligible for any prize award if he/she -

- i. has passed all the papers of the Examination or Module/Group of Examination concerned in the first attempt, in one sitting, without claiming exemption in any paper(s); and
- ii. has secured -
  - (a) the highest marks in the aggregate in the stage of Examination; or
  - (b) the highest marks in the aggregate of the particular module/group of Examination; or
  - (c) the highest marks in a particular paper of an Examination for which the prize award is instituted.

**Q.6 When the Institute finalizes the Prize Award?**

**Ans.** Prize Awards are finalized after the declaration of result and completion of the process of Verification of Marks under Regulations 42(2) of CS Regulation, 1982. The Institute compiles the particulars of prize winners and communicates the same to the prize winners, Regional and Chapter Offices of ICSI. The list of prize winners is also hosted on the website of the Institute.

**Q.7 When the Prize Awards are given away to the Candidates?**

**Ans.** All India prize awards are given away to the Candidates in the ICSI convocation. Exact venue of convocation is communicated to the prize winners. Regional and Chapter level Prizes are distributed in Regional level and Chapter level functions.

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## **7. FAQs - VALIDATION OF EDUCATIONAL QUALIFICATION**

The **Institute of Company Secretaries of India** allows Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Candidates in respect of their appearances in Company Secretaries Examinations to Government Bodies, Employers, Universities, Boards, Academic or Professional or Educational Institutions/Institutes, Foreign Universities, Employment/or Placement Agencies or any other eligible organization or body in the course of employment, training, apprenticeship, education or vocation as permitted by the administering authority.

**Q.1 Who are the eligible Organisations to avail the service of Validation of Education Qualifications?**

**Ans.** Any Organisation or employer requiring Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Candidates in respect of their appearances in Company Secretaries Examinations from the Institute in the course of employment, training, apprenticeship, education or vocation or any other person or Organisation or class of Organisations or employer or class of employers as permitted by the administering authority.

**Q.2 What is the procedure to avail the service of Validation of Education Qualifications?**

**Ans.** Intending Organisations/employers are required to send their application on its/their letter-head or letter mast in the prescribed format along with requisite documents and prescribed fee. The prescribed application form for Validation of Educational Qualification of Candidates can be downloaded from the URL as given below:

[https://www.icsi.edu/WebModules/Application\\_Form\\_Validation\\_of\\_Certificates.pdf](https://www.icsi.edu/WebModules/Application_Form_Validation_of_Certificates.pdf)

**Q.3 How much is the fee for seeking Validation of Education Qualifications?**

**Ans.** The prescribed fee for seeking Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Candidates is Rs.500 (Rupees Five Hundred only) plus taxes, if any (**presently taxes @18%**) per application for each Candidate.

**Q.4 What is the mode of Payment for the Fee?**

**Ans.** The prescribed fee is payable by way of Demand Draft favouring ‘The Institute of Company Secretaries of India’ payable at New Delhi.

**Q.5 Who is exempted from paying of the prescribed fee?**

**Ans.** No fee is payable by the Government Institutions/ Central Government/ State Government/ Public Sector Undertakings/Autonomous Bodies/Statutory Bodies. The Administering Authority may exempt the payment of prescribed fee to any person or Organisation or class of Organisations or employer or class of employers as it may deem fit.

**Q.6 What are the documents required from applicant Organisations seeking Validation of Educational Qualification/ Pass Certificate/ Result-cum-Marks Statements of Candidates?**

**Ans.** Every applicant Organisation seeking Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Candidates under these Guidelines shall submit to the Institute:

- (i) Application on the Letter Head of the Organisation, duly signed by the authorised person with designation, date and Seal/Rubber Stamp in the format as prescribed in these Guidelines;
- (ii) Photocopy of Educational Qualification/ Pass Certificate/ Result-cum-Marks Statements of Candidates in respect of all his/ her appearances in the Company Secretaries Examinations, duly forwarded by the applying Organisations;
- (iii) Demand Draft for prescribed fee favouring ‘The Institute of Company Secretaries of India’ payable at New Delhi (if applicable)

**Q.7 Is it mandatory for the Institute to accede to all requests regarding Validation of Educational Qualification/ Pass Certificate/ Result-cum-Marks Statements of Candidates?**

**Ans.** No. The Institute reserves its right to reject any request without citing any reason.

**Q.8 Points to Remember:**

- (i) Applications complete in all respect and received in prescribed manner shall only be entertained by the Institute and incomplete applications shall be summarily rejected.
- (ii) Validation of Certificate issued by the Institute for any Candidate shall be maintained as “Confidential Information” and the same shall not be used or parted with anyone else for any other purpose than as specially mentioned in the application by the applicant Organisations/employers. A declaration to this effect shall be provided by the Organisation seeking the verification of documents.
- (iii) Recipient Organisations/employers shall be liable for indemnifying the Institute apart from any other legal/disciplinary action under any other law for the time being in force for any unauthorised use or misuse of validation certificate on their part.
- (iv) Institute shall not be responsible for non-receipt of fee/application for validation or delay in despatch of certificate on or any other matter in this regard.

**Q.9 To whom should the application be addressed for seeking Validation of Educational Qualification ?**

**Ans.** The envelope containing application for Validation of Educational Qualification should be superscribed “**Application for Validation of Educational Qualification**” and addressed to:

Shri G H Ramana  
Joint Director  
Directorate of Examinations  
The Institute of Company Secretaries of India  
C-37, Institutional Area, Sector-62  
NOIDA-201 309 (U.P.)

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**APPLICATION FOR VALIDATION OF EDUCATIONAL QUALIFICATION/ PASS CERTIFICATE/RESULT-CUM-MARKS STATEMENTS OF CANDIDATES**  
*(to be sent on the letter head of the organisation)*

No. \_\_\_\_\_

Date: \_\_\_\_\_

The Secretary  
 The Institute of Company Secretaries of India  
 ICSI House, C-37, Sector 62, Institutional Area  
 NOIDA – 201 309 (U P)

**Sub : Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements of Company Secretaries Examination**

Dear Sir,

I hereby request for Validation of Educational Qualification/Pass Certificate/Result-cum-Marks Statements\* of the under mentioned Candidate of CS Course with the following particulars:

1. Name of the Candidate : \_\_\_\_\_
2. Educational Qualification\* : ACS/FCS No. \_\_\_\_\_  
 : Date of Issue \_\_\_\_\_
3. Pass Certificate\* : Roll No. \_\_\_\_\_  
 : Date of Issue \_\_\_\_\_
4. Result-cum-Marks Statement\* :

<i>Stage of Examination</i>	<i>Month and Year of Examination</i>	<i>Roll No.</i>	<i>Registration No.</i>	<i>Date of Issue</i>

5. Particulars of fee paid : (*Demand draft to be issued in favour of “ The Institute of Company Secretaries of India”* )payable at New Delhi.

<i>Demand Draft No.</i>	<i>Date of issue</i>	<i>Issuing Bank and Branch</i>	<i>Amount (Rs.)</i>

6. Purpose: -----

I/We hereby confirm that:

- (i) Copy/ies of the relevant certificate(s) of the above Candidate is/are attached.
- (ii) The information so received from the Institute of Company Secretaries of India for the validation document shall be maintained by us as confidential information and shall not be used or parted with for any other purpose as mentioned hereinabove.
- (iii) This request is signed by me on behalf of the Organisation and I am duly authorised for the same.

Thanking You,

Yours faithfully,

\_\_\_\_\_  
(Signature)

Name of Official \_\_\_\_\_

Office Seal

Designation \_\_\_\_\_

\* *Strike out whichever is not applicable.*

## 8. FAQ FOR PROVIDING VERIFICATION OF MARKS, INSPECTION AND/OR SUPPLY OF CERTIFIED COPY OF ANSWER BOOK

A candidate who wishes to apply for verification of marks, inspection and/or obtain certified copy(ies) of his/her answer book(s) of any subject(s) of a particular examination, can apply through on-line mode within 21 days for verification of marks and 30 days for inspection or certified copy(ies) from the date of declaration of the result.

On-Line Mode Procedure: For submitting application through on-line mode, candidates are advised to follow the procedure hosted on the Institute's website [www.icsi.edu](http://www.icsi.edu) at the link given below:

[https://www.icsi.edu/webmodules/Verification\\_of\\_Marks\\_of\\_CS\\_Exam.pdf](https://www.icsi.edu/webmodules/Verification_of_Marks_of_CS_Exam.pdf)

Many times, it has been observed that the candidates are confused with the procedure regarding verification of marks, inspection or getting certified copies of their evaluated answer book(s). Therefore, it is advisable that the candidates must understand the procedure to be followed, while applying for verification of marks, inspection and supply of certified copies of answer book(s) as detailed below:

Particulars	Verification of Marks	Inspection of answer books	Supply of certified copies of answer books
Meaning	Any Candidate who is not satisfied with the marks obtained in the Examination, may apply for Verification of Marks after the declaration of the result within the prescribed time period. Answer Books are verified to confirm if all Questions/ Sub-Questions are evaluated & awarded Marks and there is no error of totaling or posting of Marks and that result is computed correctly. If any error is noticed, the Institute gets such omission and discrepancies rectified and the revised marks/result is communicated to the Candidate. <b>Revaluation of Answers/ Answer Book(s) is not permitted.</b>	In case of receipt of application for Inspection of Answer Books, the Institute checks the Answer Books of the Candidates concerned in the same manner as is done in the case of Verification of Marks. Once the Institute has completed the process on its part, the Candidate is informed to personally visit the Directorate of Examinations of the Institute at Noida office at a specific date and time to inspect the scanned copy(ies) of the Answer Book(s). <b>However, the Candidates are not provided copy/photocopy of their Answer Book(s).</b>	While in inspection, the Candidate has to personally visit the ICSI Noida office for inspection; in case of supply of certified copies, scanned copy(ies) of the Answer Book(s) in pdf format is hosted on the website. The Candidates are provided a secured login ID and password through email and SMS by the Institute to access the pdf file and take print out of the same for their reference.
Timeline for applying	21 days (Twenty days) from the date of declaration of result.	30 days (Thirty days) from the date of declaration of result.	30 days (Thirty days) from the date of declaration of result.
How to apply?	Candidates can apply through their student account on <b>SMASH portal</b> of the Institute.	Candidates can apply through their student account on <b>SMASH portal</b> of the Institute.	Candidates can apply through their student account on <b>SMASH portal</b> of the Institute.

Particulars	Verification of Marks	Inspection of answer books	Supply of certified copies of answer books
	The link for SMASH portal is: <a href="https://smash.icsi.edu/scripts/login.aspx">https://smash.icsi.edu/scripts/login.aspx</a> Also, Candidates can check the link below to access the user manual: <a href="https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf">https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf</a>	The link for SMASH portal is: <a href="https://smash.icsi.edu/scripts/login.aspx">https://smash.icsi.edu/scripts/login.aspx</a> Also, Candidates can check the link below to access the user manual: <a href="https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf">https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf</a>	The link for SMASH portal is: <a href="https://smash.icsi.edu/scripts/login.aspx">https://smash.icsi.edu/scripts/login.aspx</a> Also, Candidates can check the link below to access the user manual: <a href="https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf">https://www.icsi.edu/webmodules/Verification of Marks of CS Exam.pdf</a>
What is the mode of application?	Online	Online	Online
What is the fee?	Rs. 250 per subject.	Rs. 450 per subject.	Rs. 500 per subject.
Processing of the applications by the Institute.	Answer Books are verified to confirm if all Questions/ Sub-Questions are evaluated & awarded Marks and there is no error of totaling or posting of Marks and that result is computed correctly. If any error/omission/commission is noticed, the Institute get such omission and commission rectified and communicate the revised marks/result to the Candidate. <b>Revaluation of Answers/ Answer Book(s) is not permitted under CS Regulations 1982 as in force.</b>	In case of receipt of application for Inspection of Answer Books, the Institute checks the Answer Books of the Candidates concerned in the same manner as is done in the case of Verification of Marks. In addition to that the Candidates have to personally visit the ICSI Noida office for inspection of certified true copies of their answer books applied for at the stipulated date and time allotted to the candidates and communicated through e-mail and speed post at own expenses. <b>Revaluation of Answers/ Answer Book(s) is not permitted under CS Regulations 1982 as in force.</b>	In case of receipt of application for Certified Copy(ies) of Answer Books, the Institute checks the Answer Books of the Candidates concerned in the same manner as is done in the case of Verification of Marks. In addition to that, scanned copy(ies) of the Answer Book(s) are hosted on the website. The Candidates are provided a secured login ID and password through email and SMS by the Institute to access the scanned answer book(s) and take print out of the same for their personal use & reference. <b>Revaluation of Answers/ Answer Book(s) is not permitted under CS Regulations 1982 as in force.</b>
Expected processing time at the Institute's end.	The verification process is to be carried out meticulously and the processes involved are time consuming. Normally, 6-8 weeks are taken for the processing and disposing of applications for Verification of Marks from the date of receipt of the applications in the Directorate of Examinations of the Institute.	Candidates' application(s) for inspection of Answer Book(s) are normally processed within 6-8 weeks from the date of its receipt in the Directorate of Examinations of the Institute.	Candidates' applications for supply of certified copy(ies) of Answer Book(s) are normally processed within 6-8 weeks from the date of its receipt in the Directorate of Examinations of the Institute.
Communication of outcome to	After completion of verification process, outcome of the Verification of Marks is hosted on the Institute's website. The	Candidates have to personally visit ICSI Noida office, located at C-37, Sector-62, Institutional Area, Distt- Gautam Budh	The scanned copy of the answer book(s) shall be hosted on the website of the Institute at the link provided which can be accessed

<b>Particulars</b>	<b>Verification of Marks</b>	<b>Inspection of answer books</b>	<b>Supply of certified copies of answer books</b>
the candidates.	candidates concerned can enquire about the status/outcome of their application by entering their Roll No. or Student Registration Number and also download a copy of the reply letter instantly in case of no change in their marks and result position from the link given to this effect. However, in case of any change/revision in marks in any subject(s) and/or result of a particular Module/Stage of Examination, separate communication to that effect will be sent to the Candidate concerned through Speed Post.	Nagar, Noida 201309, (U.P.) as per the specified time and date communicated to them by the Institute for inspecting their answer books through email/speed post.	through a secured user id and password. Necessary communication in this regard shall be sent to the candidate concerned on his/her registered e-mail and through SMS.
Status/ Outcome	Candidates can check the status/outcome of their application at official website of the Institute.	Candidates will have to carry Institute's I-Card, copy of E-Admit Card of the relevant session of the examination to establish their identity. No other person except the candidate concerned will be allowed to accompany him/her and will not be allowed to inspect the Answer Book(s) on the designated date and time within Institute's premises as communicated by the Institute. during the process of inspection. During inspection of the answer book(s), no queries regarding answers written by the candidates or award of marks shall be entertained. Copy of the answer book(s) shall not be provided to the candidates after the completion of inspection.	Candidates can take print out of the scanned certified copies of their answer books for personal reference from the link given to this effect from the website. No photo copies of answer book(s) in physical form shall be provided/dispatched to the candidates. No queries regarding award of marks shall be entertained by the Institute.
What could be outcome of the application?	The likely outcome of the Verification of Marks is as under:  (i) No change in marks and result  (ii) Increase in marks that may or may not have an impact on result or	The likely outcome of the Verification of Marks is as under:  (i) No change in marks and result  (ii) Increase in marks that may or may not have an impact on result or	The likely outcome of the Verification of Marks is as under:  (i) No change in marks and result  (ii) Increase in marks that may or may not have an impact on result or

Particulars	Verification of Marks	Inspection of answer books	Supply of certified copies of answer books
	exemption in the paper (s), if any  (iii) Decrease in marks.	exemption in the paper (s), if any  (iii) Decrease in marks.	exemption in the paper (s), if any  (iii) Decrease in marks.
What is the recourse available to a Candidate if no information from the Website/com munication is received within Sixty days from the date of submission of application?	If a Candidate does not receive any information from the website/communication within sixty days from the date of submission of application, he/she may send an email at: vom@icsi.edu addressed to The Joint Director (Exams.) giving relevant details of the application. Once this e-mail is received by the Directorate of Examinations, the details shall be verified and Candidates concerned would be communicated accordingly.	If a Candidate does not receive any information from the website/communication within sixty days from the date of submission of application, he/she may send an email at: vom@icsi.edu addressed to The Joint Director (Exams.) giving relevant details of the application. Upon receipt of email from student by the Directorate of Examinations, the details shall be verified and Candidates concerned would be communicated accordingly.	If a Candidate does not receive any information from the website/communication within sixty days from the date of submission of application, he/she may send an email at: vom@icsi.edu addressed to The Joint Director (Exams.) giving relevant details of the application. Upon receipt of email from student by the Directorate of Examinations, the details shall be verified and Candidates concerned would be communicated accordingly.
Can fee paid once be refunded?	Fees paid once will not be refunded under any circumstances.	Fees paid once will not be refunded under any circumstances.	Fees paid once will not be refunded under any circumstances.
Restrictions	The inspection done and/or certified copies of the answer books supplied to the student shall be for his/her exclusive self-inspection/ personal reference and guidance only. Under no circumstance, the answer book(s) so supplied under these guidelines shall be made accessible by the candidate to any other person. Sharing copy of answer book(s) to any other person or in public domain/social media and/or making comments on evaluation of answer book(s) are strictly prohibited. Any act of violation of any instruction, shall be treated as misconduct under the CS Regulations, 1982 as in force and liable for penal actions.		

N.B:

1. In case of any doubt/ clarification, candidates may feel free to contact at: [vom@icsi.edu](mailto:vom@icsi.edu).
2. The candidate should not share/mail the scanned copy of their answer book(s) with anyone including the Institute for any communication. In case of any grievance, they are advised to write the Institute without attaching the scanned copy of their answer book.
3. Students are advised to enroll for the next session of examination in time without waiting for the outcome of their verification of marks, inspection and/or supply of certified copy(ies) of answer book(s). In case there is change in result, the examination fee paid for that particular module(s) shall be either refunded or adjusted against future payments.