



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। इष्टकारं कुरु। तृणानिः क्रीण्वेद ह्यु कुरु।

Mission

"To develop high calibre professionals facilitating good corporate governance"

The Institute of Company Secretaries of India (ICSI)

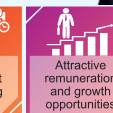
- Statutory Body established under an Act of Parliament, i.e., the Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries
- Functions under the jurisdiction of Ministry of Corporate Affairs, Government of India
- UGC recognizes CS qualification equivalent to Post Graduate Degree
- Headquarters at New Delhi
- 4 Regional Offices at New Delhi, Kolkata, Mumbai, Chennai
- Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Navi Mumbai
- CCGRT at Hyderabad
- 72 Chapters across India
- Around 190 Study Centers across India
- Over 200 examination Centres across India
- Provides optional class room teaching facility across India
- Overseas centres at UAE, USA, UK, Singapore and Australia.

Expand Your Horizons CS - A career with endless opportunities Join ICSI Course Now!

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Post Graduate
Degree



COURSE HIGHLIGHTS



| Programmes | Eligibility | Fee Details** | Cut off Dates for Registration* | Subjects |
|--|---|--|---|--|
| CS Executive Entrance Test (CSEET)* | Students who have passed Senior Secondary Examination (10+2 pattern) or appearing in Senior Secondary Examination (10+2). | ₹ 1,500/- Including CSEET (Guide 1 & 2) In addition ₹ 1000/- Payable for advance Fee of Class Room Teaching. (Optional) and ₹ 1000/- optionally towards CSEET (Reading reference material 1 & 2) | <ul style="list-style-type: none"> 16th December to 15th April Saturday/Sunday in 2nd/3rd week of May** 16th April to 15th June Saturday/Sunday in 2nd/3rd week of July** 16th June to 15th October Saturday/Sunday in 2nd/3rd week of November** 16th October to 15th December Saturday/Sunday in 2nd/3rd week of January** <p>** Tentative CSEET Dates</p> | Subject for November 2023 CSEET <ol style="list-style-type: none"> Business Communication Legal Aptitude and Logical Reasoning Economic and Business Environment Current Affairs and Quantitative Aptitude |
| CS Executive Programme | <ul style="list-style-type: none"> Class 12th Passed & CSEET (CS Executive Entrance Test) passed students CS Foundation Programme Passed students ICAI (The Institute of Chartered Accountants of India) Final Course Passed students, ICMAI (The Institute of Cost Accountants of India) Final Course Passed students. Graduates (Minimum 50% Marks) / Post Graduates | ₹ 8,500/- CSEET Qualified Students / CS Foundation Pass ₹ 13,500/- For ICAI / ICMAI Final Course Passed students/Graduates/Post Graduates (In addition ₹ 1,000/- payable for Pre-examination Test fee & ₹ 600/- for one day orientation program fee) ₹ 1,000/- payable for advance fee of Class Room Teaching. (Optional) | <ul style="list-style-type: none"> 31st May (eligible to appear in both Modules of Executive Programme in December examination of the same year) 31st July (eligible to appear in only One Module of Executive Programme in December examination of the same year) 30th November (eligible to appear in both Modules of Executive Programme in June examination of the next year) 31st January (eligible to appear in one Module of Executive Programme in June examination of the same year) | <p>(Students are provided with the study material at the time of admission)</p> <p>Group I (4 Papers)</p> <ol style="list-style-type: none"> 1) Jurisprudence, Interpretation & General Laws 2) Company Law & Practice 3) Setting up of Business, Industrial & Labour Laws 4.) Corporate Accounting & Financial Management <p>Group II (3 Papers)</p> <ol style="list-style-type: none"> 1) Capital Market & Securities Laws 2) Economic, Commercial & Intellectual Property Laws 3) Tax Laws & Practice |
| CS Professional Programme | CS Executive Programme Pass Students | ₹ 12,000/- (In addition ₹ 1,000/- payable for Pre-Examination Test fee) | <ul style="list-style-type: none"> 31st May (eligible to appear in all Modules of Professional Programme in December examination of the same year) 31st July (eligible to appear in only One Module of Professional Programme in December examination of the same year) 30th November (eligible to appear in all Modules of Professional Programme in June examination of the next year) 31st January (eligible to appear in one Module of Professional Programme in June examination of the same year) | <p>(Students are provided with the study material at the time of admission)</p> <p>GROUP 1</p> <ol style="list-style-type: none"> 1. Environmental, Social and Governance (ESG) – Principles & Practice 2. Drafting, Pleadings and Appearances 3. Compliance Management, Audit & Due Diligence 4. Elective 1 (Select one Paper out of 4 Elective Papers) 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 <p>GROUP 2</p> <ol style="list-style-type: none"> 5. Strategic Management & Corporate Finance 6. Corporate Restructuring, Valuation and Insolvency 7. Elective 2 (Select one Paper out of 5 Elective Papers) 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 |

* CSEET qualified students (with result not older than one year)

• Applicants belonging to SC/ST, Physically Handicapped, Indian armed forces, Paramilitary forces, Agniveers and families of Martyrs are eligible for concession in the fees.

• 100% fee waiver for students of Jammu & Kashmir, Laddakh, 50% fee waiver for students of Andaman & Nicobar Islands, Lakshwadeep, North Eastern states and Himachal Pradesh.

• ICSI Student Education Fund Trust provides Financial Assistance to Economically Backward or Meritorious Students.

• The Institute also allows facility of using scribe and / or extra time to PWD.

Company Secretary

The Governance Professional



REGISTRATION FOR CSEET: Students may register online at ICSI Website: www.icsi.edu under the online services option by making payment through payment gateway.

DISTANCE LEARNING:

- ICSI imparts Company Secretaries Course by Distance Learning enabling students to qualify as Company Secretaries.
- Study material is provided to all registered students of Executive / Professional Programme.
- Students may pursue the Course through self study mode.
- ICSI provides best Class room teaching facility through Regional Councils/ Chapters/Study Centers on payment of nominal fee. Classes are organised in both physical and online mode. Video lectures are also made available to the students through e learning platform of the Institute. Click on the following link to contact the Regional/Chapter Offices for classes.
<https://www.icsi.edu/media/webmodules/websiteClassroom.pdf>
- e-learning facility through web based training and live virtual classroom is also available.

Stages to become a Company Secretary



MEDIUM OF EXAMINATION: The Institute allows the students to appear in Institute's examination in English or Hindi medium, subject to other prescribed guidelines in this regard.

TRAINING: Students are required to fulfill the following training requirements in order to get their Membership.

- After passing Executive Program Examination - One month Executive Development Program (EDP) [15 days classroom mode & 15 days online mode] and Practical training for 21 months or be exempted therefrom on the basis of the eligibility criteria prescribed by the Institute from time to time.
- Corporate Leadership Development Program (CLDP).

FURTHER ACADEMIC PURSUITS: • CS qualification has been recognized by various Universities/Institutes for admission to Ph.D. Course in Commerce / Management / Law, etc. • Post Membership Qualification (PMQ) Courses in various areas.

EMPLOYMENT PROSPECTS:

COMPANY SECRETARY IN EMPLOYMENT: Every listed company and every other public company as well as private company having a paid up share capital of 10 crore rupees or more is required to appoint a whole time company secretary under the Companies Act, 2013. Company Secretaries are also designated as Key Managerial Personnel (KMP) under the same law.

COMPANY SECRETARY IN PRACTICE: As regards profile of a practising company secretary, one topping the charts is secretarial audit and is applicable to a certain class of companies. An audit to check compliance of various legislations including the Companies Act and other corporate and economic laws applicable to the company, Secretarial Audit is an independent and objective assurance intended to add value and improve operations of the Company.

Other areas of opportunity : • Certification Services • Valuation • Insolvency & Bankruptcy • GST • Intellectual Property Rights • Representation Services • Mediation and Conciliation

EASTERN INDIA REGIONAL OFFICE (KOLKATA) : 22901065 - • Bhubaneswar: 2552282 • Dhanbad: 6556005 • Guwahati (NE) : 2467644 • Hooghly: 26720315 • Jamshedpur: 2234273 • Patna: 2322405 • Ranchi: 2223382 • Siliguri: 2432780

NORTHERN INDIA REGIONAL OFFICE (NEW DELHI) : 49343000 - • Agra: 4031444 • Ajmer: 2425013 • Alwar: 2730446 • Amritsar: 5005757 • Bareilly: 4050776 • Bhillwara: 267400 • Bikaner: 2222050 • Chandigarh: 2661840 • Dehradun: 8266045008 • Faridabad: 4003761 • Ghaziabad: 4559681 • Gorakhpur: 3562913 • Gurugram: 4232148 • Jaipur: 2707236 • Jalandhar: 7961687 • Jammu: 2439242 • Jodhpur: 2656146 • Kanpur: 2296535 • Karnal: 9877938334 • Kota: 2406456 • Lucknow: 4109382 • Ludhiana: 2401040 • Meerut: 4300148 • Modinagar: 298162 • Noida: 4522058 • Panipat: 4009144 • Patiala: 9812573452 • Prayagraj: 4006166 • Shimla: 2672470 • Srinagar: 7966639 • Udaipur: 8852085020 • Varanasi: 2500199

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CCGRT, NAVI MUMBAI : 41021503 **CCGRT, HYDERABAD :** 23399541

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www.icsi.edu



Online Helpdesk : <http://support.icsi.edu>

Call Centre Number: 0120-4522000, 4082100 (Monday to Friday – 9:00 am - 5:30 pm)