



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

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CAREER OPPORTUNITIES

The Institute of Company Secretaries of India (ICSI) is a statutory body set up by the Parliament under the Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries in India. The ICSI invites applications for the following posts at its Headquarters at New Delhi/ Noida and at ICSI-Centre of Excellence for Research and Training (CERT), Hyderabad :-

Name of the Post	Pay Level as per 7 th CPC Pay Matrix (Rs.)	Gross Salary per Annum (Rs. in Lakh)	Max. Age (as on 01.01.2020)	No. of Posts
Joint Director (Infrastructure & Buildings Maintenance)	Level 12 (78800-209200)	14.3	50 years	01
Executive (Academics)	Level 8 (47600-151100)	08.5	35 years	06
Executive (Law)	Level 8 (47600-151100)	08.5	35 years	01
Executive (Finance and Accounts)	Level 8 (47600-151100)	08.5	35 years	01
Executive (Internal Audit)	Level 8 (47600-151100)	08.5	35 years	01
Executive (Corporate Communication)	Level 8 (47600-151100)	08.5	35 years	01
Executive (Infrastructure)	Level 8 (47600-151100)	08.5	35 years	01
Executive (Exams)	Level 8 (47600-151100)	08.5	35 years	01
Executive (Admin)	Level 8 (47600-151100)	08.5	35 years	01

Interested candidates must **apply only through electronic application form (Online)** by clicking on the hyperlink provided at the end of this page.

The link shall be active from **14th January,2020 to 27th January,2020 (to 27th January,2020 is the last date for applying Online.)**

Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer.

In case you want to take a printout of the application form for your reference, please ensure that your printer is attached to your computer.

Please Note:

- (i) Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).
- (ii) Candidates interviewed for any particular post in the past one year (i.e. on or after 14.01.2019).
- **Will not be eligible** to apply for the same post or for a post at a higher pay scale than the post he/she was interviewed for.
 - **Will be eligible** to apply for a different post at the same pay scale or for a post at a lower pay scale than the post he/she was interviewed for.
- (iii) **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the posts mentioned below is 01.01.2020.**

(1)	<p><u>JOINT DIRECTOR (INFRASTRUCTURE & BUILDINGS MAINTENANCE)</u></p> <p>No. of posts : 01 (for Delhi/ Noida)</p> <p>Pay Level as per 7th CPC Pay Matrix : Level 12 (78800-209200) (Gross Salary per annum – Rs. 14.3 lakh approx.)</p> <p>Maximum Age: (as on 01.01.2020) 50 years</p> <p>QUALIFICATION B.E /B. Tech in Civil Engineering or equivalent from Government recognized Universities / Institutes</p> <p>EXPERIENCE 13 year experience out of which 5 years' experience in Senior Executive position</p> <p>Job Contents (indicative)</p> <p>The incumbent shall be responsible for :-</p> <ol style="list-style-type: none"> 1. Handling all property related matters. 2. Looking after the infrastructural requirements of the Headquarters and its Regional/Chapter offices. 3. Acquisition / negotiation for purchase of land and buildings. 4. Lease / renting of office premises. 5. Construction of new premises. 6. Renovation / refurbishing of the existing premises. 7. Preparation and arranging for vetting of legal documents pertaining thereto, etc.. 8. Carrying out necessary due diligence in respect of land/ building procurement. 9. Carrying out / obtaining search reports, Non Encumbrance Certificate (NEC), etc. 10. Candling and monitoring construction activities of the Institute. 11. Preparation of estimates & budgets for projects. 12. Carrying out quantity survey. 13. Preparation of tenders / BOQs. 14. Execution of agreements with the contractors/parties. 15. Carrying out rate analysis. 16. Doing bill estimation. 17. Preparing costing for the projects. 18. Floating of tender and calling for quotations. 19. Analyzing tenders. 20. Finalizing & negotiating the terms with the contractors.
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21. Appointing contractors.
22. Issuing work orders / purchase orders.
23. Checking / verification of bills of contractors.
24. Preparing monthly MIS reports.
25. Liaisoning with advocates and senior counsels for settling tenders, various agreements like sale/title deeds, lease, leave & license, and other documents, etc.
26. Representing Institute before various regulatory/revenue authorities/Courts/ Tribunals and other competent authorities for resolution of issues.
27. Ensuring that the projects maintain a strong and consistent legal compliance record.
28. Ensuring that the projects are completed and operated as per statutory/regulatory norms.
29. Handling all property tax matters in respect of Institute premises situated all over India.
30. Awarding the contracts etc., of various services including housekeeping, security, pantry etc.
31. Such other work as may be assigned to him from time to time.

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(2) EXECUTIVE (ACADEMICS)

No. of posts : 06 (for Delhi/ Noida - 1 post each in the following disciplines)

S.No.	Discipline
1	Goods & Services Tax (GST)
2	Security Laws
3	Commercial Laws
4	Professional Development
5	Perspective Planning
6	Courses

Pay Level as per 7th CPC Pay Matrix : Level 08 (47600-151100) (Gross Salary per annum – Rs. 8.5 lakh approx.)

Maximum Age: (as on 01.01.2020) 35 years

QUALIFICATION

A Graduate degree in Commerce from a recognized University and ACS /ACA / ACMA
OR
PG degree in Economics/ Commerce/ Management/ Law or equivalent with 50% marks

EXPERIENCE

5 year experience

Job Contents (indicative)

S.No.	Discipline	Job Contents (indicative)
1	Goods & Services Tax (GST)	<ul style="list-style-type: none"> ◆ GST related work of Educational Series, GST Point, GST Newsletter, GST Publications, Webinar on GST and related publications. ◆ Online Certificate Course on GST – Assisting in administrative work of online course on GST.

		<ul style="list-style-type: none"> ◆ Preparation/updation of study material, guidelines answers, exams hints, model answers, comments of students on question paper etc ◆ Backgrounders for GST, GST CORNER, GST News, GST Banners, GST POD (FAQs) ◆ Bulk mail to be circulated to members, students, Council members etc. related to GST ◆ Assisting in all GST related queries, etc
2	Security Laws	<ul style="list-style-type: none"> ◆ Preparation/ updation of Study Material, Question Bank, Guideline Answers, Model Question Papers, Model Answers, Hints on the subject assigned, moderation of question paper. ◆ Observations on Examiners' Report ◆ Development and Verification of E-Learning Modules, Video Lectures for students ◆ Draft Representations, Suggestion and views to Regulators
3	Commercial Laws	<ul style="list-style-type: none"> ◆ Preparation/ updation of Study Material, Question Bank, Guideline Answers, Model Question Papers, Model Answers, Hints on the subject assigned. ◆ Observations on Examiners' Report ◆ Development and Verification of E-Learning Modules, Video Lectures for students ◆ Preparation and review/ updation of question bank for online Pre-Examination Test ◆ Draft Representations, Suggestion and views to Regulators

4	Professional Development	<ul style="list-style-type: none"> ◆ Supervising preparation, updation and review of Study Material, Guideline Answers, Hints, Model Question Papers. ◆ Providing Institute's views/suggestions on Consultative Papers / Notifications / bills, etc. ◆ Providing Academic inputs for Student Company Secretary ◆ Arranging and participating in Webinars ◆ Responding to Members'/Academic/Student's Queries ◆ Monitoring of ICSI Library and Purchase and Correspondence relating to Library Grant to Regional Councils/Chapters ◆ Member's queries on programme ◆ MOUs with Academic Institutions and Universities ◆ Coordination with Universities/ AICTE/UGC for Ph.D and other recognitions ◆ Academic inputs/support in Organisation of Professional Development Programmes including National Convention, PCS Conference, National Corporate Governance Award, Foundation Day of ICSI; Seminars/Workshops, etc. on current topics
5	Perspective Planning	<ul style="list-style-type: none"> ◆ Representations to various authorities/Ministries for securing recognitions for Company Secretaries in India as well as in foreign countries. ◆ Providing suggestions/comments on the Draft Rules/Regulations under various laws viz. Labour Codes, Companies Act, Consumer Protection Act etc. available for public comments. ◆ Study / Research for seeking recognition for Company Secretaries under various Laws. ◆ Exploring mutual association with various foreign educational bodies/universities. ◆ Meetings with representatives of various foreign educational bodies/universities. ◆ Representation/participation of the Institute in Foreign Meetings/ Conferences.
6	Courses	<ul style="list-style-type: none"> ◆ Academic support for the certificate courses and coordination with the candidates.

- ◆ Assist in organizing training /awareness programmes for quality reviewers.
- ◆ Secretarial support in Peer review of the Practice Units and assist on organising training/Awareness programme for Peer Reviewers
- ◆ To assist in organizing meeting of Auditing standards Boards (ASB) and the matters assigned by the ASB from time to time.
- ◆ To assist in organising meetings of Secretarial Standards Boards (SSB) and the matters assigned by the SSB from time to time.
- ◆ Subject knowledge of Corporate Social Responsibility, relevant Section, Rules, Schedule of Companies Act, 2013 and other such subjects.

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(3) EXECUTIVE (LAW)

No. of posts : 01 (for Delhi/ Noida)

Pay Level as per 7th CPC Pay Matrix : Level 08 (47600-151100) (Gross Salary per annum – Rs. 8.5 lakh approx.)

Maximum Age: (as on 01.01.2020) 35 years

QUALIFICATION

Degree in Law with 50%

EXPERIENCE

5 year experience

Job Contents (indicative)

1. Coordination with Advocates, Directorates/ Regional Offices/Chapter offices of the Institute, required for effective handling of the court cases and other legal matters
2. Preliminary Vetting of legal Instruments and Tenders.
3. Litigation Management and co-ordination with Advocates.
4. Supervising Legal vetting of Tender(s), Agreement(s), MOUS/ SLAS / Guidelines etc. and title document and other legal instruments.
5. Providing prima facie opinions on various legal issues.
6. Supervise and monitor the contesting of the cases in various courts of law.

	<p>7. Defending the legal cases against the Institute</p> <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p>
(4)	<p><u>EXECUTIVE (FINANCE AND ACCOUNTS)</u></p> <p>No. of posts : 01 (for Delhi/ Noida)</p> <p>Pay Level as per 7th CPC Pay Matrix : Level 08 (47600-151100) (Gross Salary per annum – Rs. 8.5 lakh approx.)</p> <p>Maximum Age: (as on 01.01.2020) 35 years</p> <p>QUALIFICATION A Graduate degree in Commerce from a recognized University and Membership of ICSI/ ICAI/ICAI(Cost)/ Two years full-time Post Graduate Degree / Diploma in Management with specialization in Finance from Government recognized Universities / Institutes</p> <p>EXPERIENCE 5 year experience</p> <p>Job Contents (indicative)</p> <ol style="list-style-type: none"> 1. Finalization of Annual Accounts of the Headquarters of the Institute 2. Finalization of Annual Budget & Budgetary Control 3. Co-ordination of implementation of ERP in the Institute 4. Monitoring of third parties bills, contractor's bills. 5. Responsible for completing the Quarterly & Annual Statutory / Internal Audit of the Headquarters of the Institute 6. Accounting for programmes / seminars of the Institute 7. Handling RTI related to Dte of Finance & Accounts of the Institute 8. Scrutiny, verification & payments to contractors related to building projects of the Institute <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p>
(5)	<p><u>EXECUTIVE (INTERNAL AUDIT)</u></p> <p>No. of posts : 01 (for Delhi/ Noida)</p> <p>Pay Level as per 7th CPC Pay Matrix : Level 08 (47600-151100) (Gross Salary per annum – Rs. 8.5 lakh approx.)</p> <p>Maximum Age: (as on 01.01.2020) 35 years</p> <p>QUALIFICATION A Graduate degree in Commerce from a recognized University and Membership of ICSI/ICAI/ICAI(Cost)/ Two years full-time Post Graduate Degree / Diploma in Management with</p>

specialization in Finance from Government recognized Universities / Institutes

EXPERIENCE

5 year experience

Job Contents (indicative)

1. Liaisoning with Regional Offices and Chapters of the Institute and Monitoring the receipt of Internal Audit Reports from them.
2. Conducting Proprietary Audits/Special audits as per directions of Senior Management.
3. Review of Comments of Internal Auditors of quarterly/half yearly reports of all the Regional Offices / Chapters of the Institute, Special Audits. Follow up for removal of deficiencies/corrective actions required
4. Pointing out Critical Observations made by Internal Auditors during course of their Audit. Asking for submission of replies on the issues and monitoring compliance. Follow up with Regional Offices / Chapters for removal of deficiencies/corrective actions required
5. Suggesting corrective actions to be taken by the Regional Offices and Chapters to remove those deficiencies
6. Discussing with Regional Offices and Chapters for resolution of issues, removal of negative audit observations which require urgent attention
7. Taking up the issues with other Directorates for the settlement of these issues
8. Coordinating Internal Audit being conducted by the appointed Internal Auditor at Head Quarters. Receipt of Draft Internal Audit Report, Receiving the replies & discussions with various Directorates, Receipt of Final Report and its Circulation and placing it before the Finance Committee of the Council.
9. Knowledge of accounting entries in ERP, Financial package.
10. Maintenance of Inward and Outward Dak of the Department, Emails received and replies, Internal Audit Reports in hard and soft copies, Files, Records etc. related with Regional Offices and Chapters.

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(6) EXECUTIVE (CORPORATE COMMUNICATION)

No. of posts : 01 (for Delhi/ Noida)

Pay Level as per 7th CPC Pay Matrix : Level 08 (47600-151100) (Gross Salary per annum – Rs. 8.5 lakh approx.)

Maximum Age: (as on 01.01.2020) 35 years

QUALIFICATION

Post Graduate Degree in Mass Communication / Advertising and Public Relations with 50% marks

“OR”

Graduate Degree in any discipline with 50% marks along with Diploma (of at least 1 year

duration) in Mass Communication / Advertising and Public Relations

EXPERIENCE

5 year experience

Job Contents (indicative)

1. Preparing Press Release and disseminating the same
2. Press Clippings
3. Design / Production & Updation of Promotional material
4. Sponsorship/Advertising for ICSI events
5. Participation and coordination for Events organised by professional bodies
6. Media Partnership for ICSI events
7. Follow-ups for payment of sponsorship
8. Updating Media Centre
9. Social Media advertising, Website updation and monitoring and response from Social Media
10. Designing of Print and TV creative/advertisements
11. Photographic Albums and Events Photographs
12. Arranging Press Kits
13. Billing

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(7)

EXECUTIVE (INFRASTRUCTURE)

No. of posts : 01 (for Delhi/ Noida)

Pay Level as per 7th CPC Pay Matrix : Level 08 (47600-151100) (Gross Salary per annum – Rs. 8.5 lakh approx.)

Maximum Age: (as on 01.01.2020) 35 years

QUALIFICATION

B.E /B. Tech in Civil Engineering or equivalent from Government recognized Universities / Institutes

EXPERIENCE

5 year experience

Job Contents (indicative)

1. Co-ordinating with Architects, PMC (if any) and Contractors for on-going Construction projects.
2. Co-ordinating with Architect for preparation of concept/final drawings/Tender Documents of new projects.
3. Processing R/A Bills of On-going projects and Final Bill of already completed projects under guidance of the Head of the Directorate in co-ordination with Architect.
4. Drafting Notes on Agenda for meetings of Infrastructure Committee/EC/Council related to various projects (Construction / Renovation).
5. Inspecting the sites of ongoing projects from time to time as per the advise/direction of Head of Directorate.

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(8)

EXECUTIVE (EXAMS)

No. of posts : 01 (for Delhi/ Noida)

Pay Level as per 7th CPC Pay Matrix : Level 08 (47600-151100) (Gross Salary per annum – Rs. 8.5 lakh approx.)

Maximum Age: (as on 01.01.2020) 35 years

QUALIFICATION

A Graduate degree from a recognized University and ACS

OR

PG degree in Economics/ Commerce/ Management/ Law or equivalent with 50% marks

EXPERIENCE

5 year experience

Job Contents (indicative)

All matters and activities relating to Conduct of CS and PMQ Examinations.

(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(9)

EXECUTIVE (ADMIN)

No. of posts : 01 (for Hyderabad)

Pay Level as per 7th CPC Pay Matrix : Level 08 (47600-151100) (Gross Salary per annum – Rs. 8.5 lakh approx.)

Maximum Age: (as on 01.01.2020) 35 years

QUALIFICATION

A Graduate degree from a recognized University and ACS

OR

PG degree in Economics/ Commerce/ Management/ Law or equivalent with 50% marks

EXPERIENCE

5 year experience

Job Contents (indicative)

1. All administrative and legal responsibilities
2. Liasioning with ICSI Headquarters for necessary approvals from the concerned directorates.
3. Purchases and procurements.
4. Tendering Procedures.

	<p>5. Following all ICSI Headquarter's policies, guidelines, circulars, orders, memorandums, etc.</p> <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p>
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CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 27th January,2020

1	<p>Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post(s). In case it is found at any stage of recruitment that an applicant does not fulfill Eligibility Criteria and/ or that he has furnished any incorrect / false information / certificate(s)/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. Even if any of these shortcomings is/ are detected after appointment his/her services are liable to be terminated. Applicants must fill the online Form very carefully. Applications which are incomplete or vague (i.e. details relating to qualifications / experience etc.) or applications not in the prescribed format will be rejected summarily, hence candidates are advised to ensure that all the relevant fields mentioned in the on-line Resume Form are duly completed in all respects.</p>
2	<p>Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding test /interview. In case, a candidate does not have a valid personal email address, he/she should create his/her new email address before applying Online. "ICSI" reserves the right to communicate with the applicant through e-mail and not by post.</p>
3	<p>All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested not to send the hard copy of their online application Form/ CV's /Certificates to the Institute. The original documents would be required for verification only at the time of Interview. Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.</p>
4	<p>The percentage obtained in various degrees/ diplomas should be rounded off to the lower whole number. For eg. 49.3% or 49.8% should be entered as 49% & not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages.</p>
5	<p>While Filling the Online Resume Form :-</p> <ol style="list-style-type: none"> 1. Don't enter Special Characters like " ' / ' / & etc. 2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc. 3. Upload a resume file which does not exceed 100 KB.

GENERAL CONDITIONS

1	<p>Candidates applying who are working in a Central/State Government/ Autonomous/ Statutory Body/PSU would be required to produce a 'No Objection Certificate' from their present employer for verification at the time of interview failing which they will not be allowed to appear for the interview.</p>
2	<p>All educational qualifications must have been obtained from recognized universities / Institutions in India or abroad. The courses offered by autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU)/UGC/AICTE.</p>
3	<p>Mere submission of application / fulfilment of eligibility conditions will not confer any right on the</p>

	candidate to be shortlisted / called for written test/ interview. The “ICSI” reserves the right to call for written test/ interview only those candidates who in its opinion are most suitable for the post. The “ICSI” also reserves the right to reject any or all the applications without assigning any reason thereof. The decision of The “ICSI” in all matters regarding Eligibility, shortlisting of candidates, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.
4	Reservation policy will be applicable as adopted by the “ICSI” in its Service Rules.
5	The “ICSI” reserves the right to fix minimum eligibility standard/bench mark and restrict the number of candidates to be called for interview taking into account various factors like number of vacancies, performance of the candidates etc., and decide to determine the qualifying marks for selecting candidates for interview. The “ICSI” also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for written test/ interview. The decision of the “ICSI” in this regard shall be final and binding and no correspondence in this regard would be entertained with the candidates.
6	The “ICSI” reserves the right to increase/decrease the number of vacancies for any post, as advertised as per its requirement or not to fill up any posts as per its requirement or even cancel the whole process of recruitment without assigning any reason.
7	The “ICSI” also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
8	The “ICSI” reserves the right to offer or appoint the candidate on the post/grade lower than the post / grade advertised or applied by the candidate.
9	The candidates cannot have any right or preference for posting in any particular State/ city of his choice as the selection and posting is on All India basis. The Institute’s decision would be final in all these cases and the candidates are liable to be posted or transferred anywhere in India.
10	Proficiency in Computer Applications is essential for all the above post(s).
11	For attending the interview to & fro train fare will be reimbursed by the shortest route to the outstation candidates, as per rules of the “ICSI”. However no Travel Allowance shall be reimbursed for attending the written test.
12	The “ICSI” takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
13	Canvassing in any form will straightway disqualify the candidature.
14	Internal candidates should forward their application through their respective Heads of Departments.
15	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

[Online Resume submission \(Click Here\)](#)

In case of any query please email at the below mentioned email address :

Deputy Director (HR)
The Institute of Company Secretaries of India
New Delhi
Email : gaurav.mehta@icsi.edu
website : www.icsi.edu.