



**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। तृप्तिके। ब्रह्मदेवो भूय कुरु।

Mission

"To develop high calibre professionals facilitating good corporate governance"

Engagement of Consultant (GST) on Contract basis at ICSI for Dte. of Academics (Noida)

The Institute of Company Secretaries of India (ICSI) is a statutory body set up under an Act of Parliament, the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries in India. The ICSI invites applications for the following post on contractual basis: -

S. No.	Name of Vacancy	Place of Posting	Number of Vacancies	Qualification
1.	Consultant (GST) (on contract)	ICSI, Dte. of Academics, Noida	01 (One)	Associate Member of the Institute of Company Secretaries of India

Experience: Post Qualification Experience more than 3 years.

Remuneration (consolidated): Rs. 50,000/- per month.

Maximum Age: 35 years (As on 01.10.2022)

Period of Contract: The tenure for the position will be initially for a period of one year. The period of contract may be extended every year up to a maximum period of two more years based on the performance and the requirement.

Apply on: <https://forms.gle/3JPWNKPvFZFGAU52A> (10th October 2022 to 25th October 2022)

Work Profile:	Skills:
<ul style="list-style-type: none">➤ Preparation, review and updating of Study Material.➤ Post examination academic support to Directorate of Examination.➤ Preparing knowledge updates for students.➤ Research Articles on the subjects.➤ Analysis and presentation of Case laws/Case study on the subject.➤ Any other Academic related work.	<ul style="list-style-type: none">➤ Subject knowledge➤ Drafting skills➤ Ability to interpret the amendments in the relevant subject➤ Command over MS Office (word, excel, power point etc.)

- **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is 01.10.2022.**
- The "ICSI" reserves the right to increase/decrease the number of vacancies for the post, as advertised as per its requirement or not to fill up the above post as per its requirement or even cancel the whole process of recruitment without assigning any reason.

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