



**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। इष्टार्कं कुरु। त्रुष्टिः अर्जिते तु कुरु।

**Mission**

"To develop high calibre professionals facilitating good corporate governance"

**Engagement of Consultant on Contract basis for  
Dte. of Boards, PMQ and Certificate Courses (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 (on contract)	Dte. of Boards, PMQ and Certificate Courses (Noida)	01	Associate Member of the Institute of Company Secretaries of India

**Experience:** Post Qualification Experience more than 1 year

**Remuneration (consolidated):** The Consolidated payout will be in the range of Rs.45,000/- to Rs.50,000/- per month.

**Maximum Age:** 35 years (As on 01.11.2022)

**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://placement.icsi.edu/PlacementApp/> (10<sup>th</sup> November 2022 to 24<sup>th</sup> November 2022)

Work Profile:	Skills:
<ul style="list-style-type: none"><li>➤ Academic work relating to preparation of learning materials etc.</li><li>➤ Academic work and assistance in administrative work in organization of various capacity Certificate / Crash / PMQ Courses, webinars etc.</li><li>➤ Assistance in preparing Directorate specific Agenda/Minutes for meetings of Committees and the Council of the Institute</li><li>➤ Strengthening of the various Guidelines of the Institute</li></ul>	<ul style="list-style-type: none"><li>➤ Sound academic knowledge</li><li>➤ Good drafting skills</li><li>➤ Excellent communication skills (Oral and Writing)</li><li>➤ Command over Online Learning Resources (Google Classroom, MS Teams), MS Office (word, excel, power point etc.)</li><li>➤ Ability to interpret Acts, Rules, Regulations, Guidelines, etc.</li></ul>

- The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is 01.11.2022.
- The candidates who were/are employed as Consultant (on contract) at ICSI are not eligible for applying the above post.
- 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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