



ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003  
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### CAREER OPPORTUNITIES

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 posts at its Headquarters at New Delhi/ Noida :-

Name of the Post	Pay Level as per 7 <sup>th</sup> CPC Pay Matrix (Rs.)	Gross Salary per Annum (Rs. in Lakhs)	Max. Age (as on 01.05.2023)	No. of Posts
Joint Director (Infrastructure)	Level 12 (78800-209200)	17.2	50 years	01
Executive (Academics)	Level 8 (47600-151100)	10.2	35 years	05
Executive (Law)	Level 8 (47600-151100)	10.2	35 years	03
Executive (Finance and Accounts)	Level 8 (47600-151100)	10.2	35 years	02
Executive (Internal Audit)	Level 8 (47600-151100)	10.2	35 years	01
Executive (International Affairs & Research)	Level 8 (47600-151100)	10.2	35 years	01
Executive (HR)	Level 8 (47600-151100)	10.2	35 years	01
Junior Programmer	Level 4 (25500-81100)	05.7	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 **31.05.2023 to 20.06.2023 (20.06.2023 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 31.05.2022).
- **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 01.05.2023.**

<p>(1)</p>	<p><b><u>JOINT DIRECTOR (INFRASTRUCTURE)</u></b></p> <p><b>No. of posts : 1</b> (for New Delhi/ Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 12 (78800-209200) (Gross Salary per annum – Rs. 17.2 lakhs approx.)</p> <p><b>Maximum Age:</b> (as on 01.05.2023) 50 years</p> <p><b>QUALIFICATION</b> B.E /B.Tech in Civil Engineering or equivalent from Government recognized Universities / Institutes</p> <p><b>EXPERIENCE</b> 13 year experience out of which 5 years experience in Senior Executive position</p> <p><b>JOB CONTENTS (indicative)</b></p> <ol style="list-style-type: none"><li>1. Acquisition of premises by following due process and with both statutory &amp; Legal compliance.</li><li>2. Construction of new building / renovation of premises / additional construction in the existing building by following due process for selection of Architect and Contractor(s)</li><li>3. Monitoring of the projects with cost control for timely completion with ensuring both quality and workmanship</li><li>4. Processing the bills of vendors.</li><li>5. Hiring of space on rent at various locations.</li><li>6. Disposal of existing land / premises, wherever required by following due procedure.</li><li>7. Preparation of Notes on Agenda &amp; Minutes for different Infrastructure Committees / Executive Committee/ Council.</li><li>8. Preparation of Capital budgets for projects.</li><li>9. According in-principle approval for procurement of capital items other than IT for Chapter Offices and Regional Offices.</li></ol>
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10. Attending the queries of the auditors.

11. Any other matter as assigned by the Competent Authority 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 : 05** (for Delhi/ Noida - 1 post each in the following disciplines)

S.No.	Discipline
1	Indirect Tax [Goods & Services Tax (GST), Customs Laws, Excise]
2	Securities Laws and Capital Markets
3	Company Law
4	Professional Development
5	Perspective Planning

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 08 (47600-151100) (Gross Salary per annum – Rs. 10.2 lakh approx.)

**Maximum Age:** (as on 01.05.2023) 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**

Minimum 5 years experience

**Job Contents (indicative)**

S.No.	Discipline	Job Contents (indicative)
1	Indirect Tax [Goods & Services Tax (GST) , Customs Laws, Excise]	<ul style="list-style-type: none"><li>◆ Preparation/updation of study material, guidelines answers, Model Answer, Model Question papers, supplements</li><li>◆ Preparation of Subject specific study notes/case studies</li><li>◆ Preparation of publication in contemporary topics</li><li>◆ Analysis and interpretation of various amendments</li><li>◆ Updates on the provisions of Indirect Tax [Goods &amp; Services Tax (GST) , Customs Laws, Excise]</li><li>◆ Development and Verification of E-Learning Modules, Video Lectures for students</li><li>◆ GST related work of Educational Series, GST Point, GST Newsletter, GST Publications, Webinar on GST and related publications.</li></ul>

		<ul style="list-style-type: none"> <li>◆ Online Certificate Course on GST – Assisting in administrative work of online course on GST.</li> <li>◆ Backgrounders for GST, GST CORNER, GST News, GST Banners, GST POD (FAQs)</li> <li>◆ Assisting in all Indirect Tax [GST, Excise, Customs] related queries, etc</li> <li>◆ Preparation of MCQs on Indirect Tax [GST, Excise, Customs</li> <li>◆ Contribution to student bulletin with updates/articles</li> <li>◆ Preparation of Representations, Suggestion and views to Regulators</li> </ul>
2	Securities Laws and Capital Markets	<ul style="list-style-type: none"> <li>◆ Preparation/ updation of Study Material, Question Bank, Guideline Answers, Model Question Papers, Model Answers, supplements</li> <li>◆ Preparation of Subject specific study notes/case studies</li> <li>◆ Preparation of publication in contemporary topics</li> <li>◆ Analysis and interpretation of various amendments</li> <li>◆ Development and Verification of E-Learning Modules, Video Lectures for students</li> <li>◆ Contribution to student bulletin with updates/ articles</li> <li>◆ Preparation of Representations, Suggestion and views to Regulators</li> <li>◆ Updation of other legislation which is complementary to capital market including FEMA/Companies Act.</li> <li>◆ Preparation and review/ updation of question bank for online Pre-Examination Test</li> <li>◆ Representations, Suggestion and views to Regulators</li> </ul>
3	Company Law	<ul style="list-style-type: none"> <li>◆ Preparation/ updation of Study Material, Question Bank, Guideline Answers, Model Question Papers, Model Answers, supplements.</li> <li>◆ Preparation of Subject specific study notes/case studies</li> <li>◆ Preparation of publication in contemporary topics</li> <li>◆ Analysis and interpretation of various amendments</li> <li>◆ Development and Verification of E-Learning Modules, Video Lectures for students</li> </ul>

		<ul style="list-style-type: none"> <li>◆ Contribution to student bulletin with updates/ articles</li> <li>◆ Preparation and review/ updation of question bank for online Pre-Examination Test</li> <li>◆ Representations, Suggestion and views to Regulators</li> </ul>
4	Professional Development	<ul style="list-style-type: none"> <li>◆ Providing Institute's views/suggestions on Consultative Papers / Notifications / bills, etc.</li> <li>◆ Arranging and participating in Webinars</li> <li>◆ Responding to Members' queries on programme</li> <li>◆ Updation of Programme Credit Hours</li> <li>◆ Preparation of Programme Announcements and Backgrounders</li> <li>◆ Co-ordination with faculty for various learning programmes</li> <li>◆ Updation of programme details in ICSI Website</li> <li>◆ Preparation of draft agenda for meetings of the Committees / Task Forces / Core Groups etc. and administrative arrangements.</li> <li>◆ Conducting programmes through Regional and Chapter</li> <li>◆ 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</li> </ul>
5	Perspective Planning	<ul style="list-style-type: none"> <li>◆ Study / Research for seeking recognition for Company Secretaries under various Laws.</li> <li>◆ Representations to various authorities/Ministries for securing recognitions for Company Secretaries under various Laws.</li> <li>◆ Providing suggestions/comments on the Draft Rules/Regulations under various laws such as Insurance, Banking, GST, Direct Tax, SEBI Laws, Labour Codes, Companies Act, Consumer Protection Act, Intellectual Property Rights Laws, MSMEs etc. available for public comments and exploring opportunities for Company Secretaries.</li> </ul>

		<ul style="list-style-type: none"> <li>◆ Exploring mutual association and collaboration with various foreign educational bodies/universities.</li> <li>◆ Coordination with various foreign educational bodies, with which MOUs are already in place.</li> <li>◆ Meetings with representatives of various foreign educational bodies/universities.</li> <li>◆ Representation/participation of the Institute in Foreign Meetings/ Conferences.</li> <li>◆ Coordination and work relating to the Overseas Centres of the Institute.</li> <li>◆ Coordination and work relating to Corporate Secretaries International Association (CSIA).</li> </ul>
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(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 : 03** (for Delhi/ Noida)

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 08 (47600-151100) (Gross Salary per annum – Rs. 10.2 lakh approx.)

**Maximum Age:** (as on 01.05.2023) 35 years

**QUALIFICATION**  
Degree in Law with 50%

**EXPERIENCE**  
Minimum 5 years experience

**Job Contents (indicative)**

1. Drafting and vetting of Agreements, Lease Deeds, Memorandum of Understandings (MOUs), Service Level Agreements (SLA), and Tender Documents etc.
2. Documentation for Sale & Purchase of Properties, Registration Process, etc.
3. Due Diligence of Property Documents, Title Chain and Ownership Documents.
4. Managing various cases in Courts, Tribunals and preparing Appeals, Replies, Representations, Affidavits to be filed before various Authorities, Courts and Tribunals.
5. Ensuring compliance with various laws, Lease Rent, Property Rent, Regulations pertaining to Properties of ICSI across the country.
6. Sound knowledge of Property laws relating to Sale, Purchase and transfer of Property, Leasing, Mortgage, Property Acquisition, Bank Guarantees, Tendering, Documentation etc.

7. Coordination with Advocates, Directorates/ Regional Offices/Chapter offices of the Institute, required for effective handling of the court cases and other legal matters

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

**(4) EXECUTIVE (FINANCE AND ACCOUNTS)**

**No. of posts : 02** (for Delhi/ Noida)

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 08 (47600-151100) (Gross Salary per annum – Rs. 10.2 lakh approx.)

**Maximum Age:** (as on 01.05.2023) 35 years

**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

**EXPERIENCE**

Minimum 5 years experience

**Job Contents (indicative)**

1. Assist in Finalization of Annual Accounts of the Headquarters of the Institute
2. Assist in preparation of Finalization of Annual Budget & Budgetary Control
3. Assist in Co-ordination of implementation of ERP in the Institute
4. Monitoring of third parties bills, contractor's bills.
5. Handling the Quarterly & Annual Statutory / Internal Audit of the Headquarters of the Institute
6. Accounting for programmes / seminars of the Institute
7. Assist in Handling RTI related to Dte of Finance & Accounts of the Institute
8. Scrutiny, verification & payments to contractors related to building projects of the Institute

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

**(5) EXECUTIVE (INTERNAL AUDIT)**

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

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 08 (47600-151100) (Gross Salary per annum – Rs. 10.2 lakh approx.)

**Maximum Age:** (as on 01.05.2023) 35 years

**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

**EXPERIENCE**

Minimum 5 years 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 (INTERNATIONAL AFFAIRS & RESEARCH)**

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

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 08 (47600-151100) (Gross Salary per annum – Rs. 10.2 lakh approx.)

**Maximum Age:** (as on 01.05.2023)                      35 years



**QUALIFICATION**

Post Graduate Degree - Management/ Public Policy/ Diplomacy/ Foreign Policy/ International Relations

**EXPERIENCE**

Minimum 5 years experience

**Job Contents (indicative)**

Mutual Co-Operation & Co-ordination, MOUs  
Liaisoning with international organizations of repute and Research

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

**(7)****EXECUTIVE (HR)**

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

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 08 (47600-151100) (Gross Salary per annum – Rs. 10.2 lakh approx.)

**Maximum Age:** (as on 01.05.2023) 35 years

**QUALIFICATION**

MBA / PGDBM/ MSW/ MA(Personnel Management/social work specialization in PMIR) / MHROD or equivalent degree/ Diploma with 50% marks (of at least 2 yrs duration) (with specialization in HR/HRD/Industrial Relation/ Personnel Management)

**EXPERIENCE**

Minimum 5 years experience

**Job Contents (indicative)**

- Recruitment
- Performance Management(PMS)
- Maintenance of Service Records of employees i.e. Personal Files, Service Books containing updated details of each & every employee i.e. annual increment / promotion details including leave records like Sick leave/Earned leave/Casual leave/Comp. Leave/RH/Encashment of leaves/LTC etc. of each employee.
- Matters relating to Resignations/Retirements/Death/VRS etc.
- Periodical Medical /Health Check-up of employees
- Management of Attendance (time office) & related issues of all the employees posted at Headquarter/Regional Offices/Chapters.
- Matters relating to Increment and Fixation of Pay.
- Disciplinary Procedure
- Employee engagement activities

- Contract labour management
- Training and Development Activities
- Drafting

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

(8)

**JUNIOR PROGRAMMER**

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

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 04 (25500-81100) (Gross Salary per annum – Rs. 05.7 lakh approx.)

**Maximum Age:** (as on 01.05.2023) 35 years

**QUALIFICATION**

MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1<sup>st</sup> or 2<sup>nd</sup> Division from recognized Institute / University

**EXPERIENCE**

Minimum 3 years experience

**Job Contents (indicative)**

- Software development experience in MVC, .NET CORE, ASP.NET, C#, MSSQL, HTML, CSS, Javascript, jQuery
- Knowledge of AJAX, JavaScript, HTML, CSS, XML
- Basic knowledge of computer hardware and networking.
- Experience of working in Azure / AWS environment.
- Experience working third-party APIs and web services
- Experience with developing reporting interfaces (charts, data grids, filters, exporting)
- Experience of working with RDBMS like MSSQL, MYSQL.
- Advanced OOP concepts, Design Patterns, Enterprise library and Software Engineering best practices.

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

**CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 20<sup>th</sup> June,2023**

1	<b>Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post(s).</b> 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. <b>Applicants must fill the online Form very carefully.</b> 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.
2	<b>Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding test /interview.</b> 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.
3	All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested <b>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.</b> Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.
4	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.
5	<b>While Filling the Online Resume Form :-</b>  <ol style="list-style-type: none"><li>1. Don't enter Special Characters like " " ' ' / &amp; etc.</li><li>2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board &amp; School Name / etc.</li><li>3. Upload a resume file which does not exceed 100 KB.</li></ol>

**GENERAL CONDITIONS**

1	<b>Candidates 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.</b>
2	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.
3	Mere submission of application / fulfilment of eligibility conditions will not confer any right on the 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 after meeting the criteria as laid down in the ICSI Service Rules.
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 :

The HR Directorate  
The Institute of Company Secretaries of India  
New Delhi  
Email : [hr.dept@icsi.edu](mailto:hr.dept@icsi.edu)  
website : [www.icsi.edu](http://www.icsi.edu).