CAREER OPPORTUNITIES FOR YOUNG COMPANY SECRETARIES

In accordance to the deployment of resources on contract at "**Central Scrutiny Centre**" of the Ministry of Corporate Affairs for processing of STP e-forms, the ICSI invites applications for the post of :-

CSC EXECUTIVES (ON CONTRACTUAL BASIS)

NO. OF POSTS: 10 (approx.)

JOB LOCATION

Central Scrutiny Centre, Corporate Bhawan, IICA, Manesar, near Gurgaon (Haryana)

CONSOLIDATED PAYOUT:

The Consolidated payout will be in the range of Rs.40,000/- to Rs.60,000/- per month

- (i) Post qualification experience of more than two years- Rs. 50,000/- per month for the first year, Rs. 55,000/- per month for the second year and Rs. 60,000/- per month for the third year.
- (ii) Post qualification experience of more than one to two years Rs. 45,000/- per month for the first year, Rs. 50,000/- per month for the second year and Rs. 55,000/- per month for the third year.
- (iii) Post qualification experience up to one year (applicable only in exceptional deserving cases) Rs. 40,000/- per month for the first year, Rs. 45,000/- per month for the second year and Rs. 50,000/- per month for the third year.

MAXIMUM AGE (as on 01.08.2023) 31 years

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.

QUALIFICATION

Member of The Institute of Company Secretaries of India

EXPERIENCE

Preference shall be given to the candidates having a post qualification experience of one to two years and more than two years. Only in case where there is no candidate found left with of one to two years and more than two years of post-qualification experience, shall candidates having post qualification experience of up to one year be considered.

(Note: Training experience forming a part of the curriculum of CS course will not be counted towards the total experience)

JOB DESCRIPTION

To undertake the scrutiny of certain identified STP E-Forms filed on MCA Portal and any other similar and related work as may be assigned from time to time.

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 12.08.2023 to 25.08.2023 is the last date for applying Online.

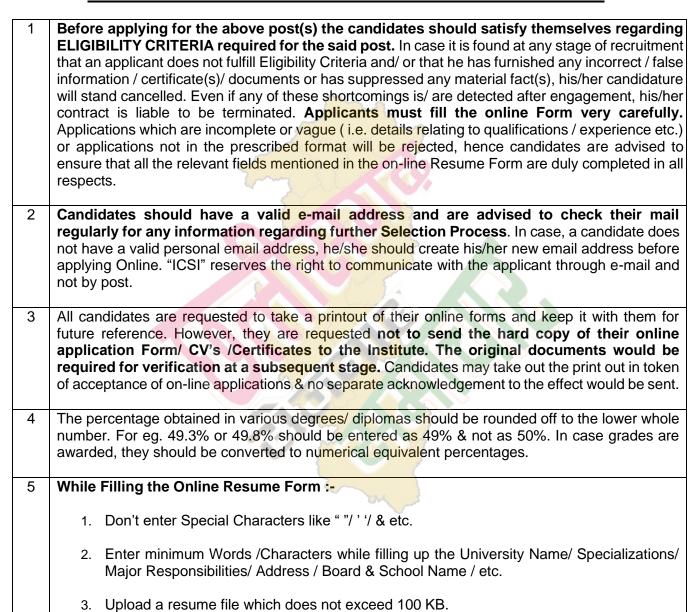
Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer.

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:

- 1. Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).
- 2. The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is 01.08.2023.

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION: 25.08.2023



1	The selected candidates shall undergo an orientation programme which will equip them to get acquainted and to perform the functions of CSC.
2	Engagement will be on full working day basis and their place of work shall be Central Scrutiny Centre, Corporate Bhawan, IICA, Manesar, Haryana
3	The Contract would be purely of temporary (non-official) nature and the Contract can be terminated at any time by the ICSI, without assigning any reasons.
4	The shortlisted candidates after screening by the Selection Committee shall be informed about the final selection process.
5	No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion
6	The "ICSI" takes no responsibility for any delay in receipt or loss in transmitting of any applications or communication.
7	Canvassing in any form will straightway disqualify the candidature.
8	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

FOR APPLYING ONLINE, click on the link below OR

Copy, Paste and Enter the link on the address bar of the internet Explorer / Google Chrome

http://www.icsi.in/recruitmentcsc/

(Note: 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 of any query please email at the below mentioned email address:

Mr. Sajeevan P Joint Director (HR) The Institute of Company Secretaries of India

Email: hr.dept@icsi.edu website: www.icsi.edu