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)

ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003
Phone : 011-45341036/92 email : hr.dept@icsi.edu Website : www.icsi.edu

ADVT. NO. 01/2025

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, CCGRTs (Mumbai, Kolkata, Hyderabad & Manesar), Regional Offices (New Delhi, Kolkata, Mumbai & Chennai) and Chapter Offices :-

A. REGULAR POSTS

S. no	Name of the Post & Location	Pay Level as per 7thCPC Pay Matrix (Rs.)	Gross Salary per Annum (Rs. in Lakhs)	Max. Age (as on 01.05.2025)	No. of Posts
1.	**Joint Director** (Academics) (New Delhi/ Noida)	Level 12 (78800-209200)	18.83	50 years	02
2.	**Information Security Officer** (New Delhi/ Noida)	Level 12 (78800-209200)	18.83	50 years	01
3.	**Deputy Director** (Academics) (New Delhi/ Noida)	Level 11 (67700-208700)	16.36	40 years	02
4.	**Deputy Director** (Corporate Communication) (New Delhi/ Noida)	Level 11 (67700-208700)	16.36	40 years	01
5.	**IT Security Manager** (New Delhi/ Noida)	Level 10 (56100-177500)	13.79	40 years	01
6.	**Executive** (Law / Finance and Accounts / HR) (New Delhi/ Noida)	Level 8 (47600-151100)	11.23	35 years	03
7.	**Executive Assistant** (Anywhere in India)	Level 4 (25500-81100)	6.33	35 years	10

B. CONTRACTUAL POSTS

S. no	Name of the Post & Location	Monthly consolidated salary	Max. Age (as on 01.05.2025)	No. of Posts
1.	**Dean** (Mumbai / Kolkata / Hyderabad / Manesar)	2,50,000/-	62 years	04
2.	**Research Associate** (Mumbai / Kolkata / Hyderabad / Manesar)	50,000/-	40 years	20
3.	**Executive (Career Awareness Programme)** (New Delhi / Kolkata / Mumbai / Chennai)	50,000/-	40 years	04
4.	**Accountant** (New Delhi / Kolkata / Mumbai / Chennai)	50,000/-	40 years	04

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 **10.05.2025 to 02.06.2025 and the last date for applying Online is 02.06.2025.**

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 10.05.2024).

- **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 01.05.2025.**

A. REGULAR POSTS	

(1)	**JOINT DIRECTOR (ACADEMICS)** **No. of posts : 02** (for New Delhi/ Noida) **Pay Level as per 7th CPC Pay Matrix** : Level 12 (78800-209200) (Gross Salary per annum – Rs. 18.83 lakhs approx.) **Maximum Age:** (as on 01.05.2025) 50 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** 13 year experience out of which 5 years experience in Senior Executive position **JOB CONTENTS (indicative)** • Preparation/vetting of academic contents/articles/material on topics covered in the course curriculum and is relevant for the profession of company secretaries. • Guiding academic officers on development of academic contents.

		• Scanning of economic, regulatory, technology and other aspects that has impact on course curriculum and the profession of company secretaries and recommend necessary actions from time to time
		• Co-ordination with other directorates with other inter-departmental academic activities
		• Strategic support in revision of syllabus and students knowledge updation related activities.
		(**Note :** Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)
(2)		**INFORMATION SECURITY OFFICER** **No. of posts : 1** (for New Delhi/ Noida) **Pay Level as per 7th CPC Pay Matrix** : Level 12 (78800-209200) (Gross Salary per annum – Rs. 18.83 lakhs approx.) **Maximum Age:** (as on 01.05.2025) 50 years **QUALIFICATION** MCA or B.Tech (Computer Science/IT/Electronics) or equivalent with 1st or 2nd Division from recognized Institute / University. **CERTIFICATION:** CISSP / CISA / CISM / PMP **EXPERIENCE** 13 year experience out of which 5 years experience in Senior Executive position **JOB CONTENTS (indicative)** • Responsible for risk management, information security and IT jobs. • Responsible for common information security management frameworks, such as ISO/IEC 27001, and NIST. • Responsible for establishing and maintaining a corporate-wide information security management program and ISMS to ensure that information assets are adequately protected and will have ownership and overall control of ITC process. • Responsible for discussing the control weaknesses noted from the Information Security audits to local and/or senior management and developing recommendations to address them. • Responsible for maintaining Information Security policies and controls, in addition to application, infrastructure and network security reviews of operations to ensure the security of all Information Security assets. • Responsible for prevention, identification and detection of IT and information security risks over the entire business environment supporting the company's operations and key processes. • To maintain high level of personal integrity. • To guide the team for innovative thinking and motivate cross-functional, interdisciplinary teams. • Contract and vendor negotiations and management including managed services. • Cloud computing/Elastic computing across virtualized environments.

- Develop, implement and monitor a strategic, comprehensive enterprise information security and IT risk management program.
- Work directly with the business units to facilitate risk assessment and risk management processes.
- Develop and enhance an information security management framework.
- Understand and interact with related disciplines through committees to ensure the consistent application of policies and standards across all technology projects, systems and services.
- Provide leadership to the enterprise's information security organization.
- Partner with business stakeholders across the company to raise awareness of risk management concerns.
- Assist with the overall business technology planning, providing a current knowledge and future vision of technology and systems.
- Strong ability to manage multiple projects with managing time and commitments effectively.
- Information Security Management System (ISMS).
- Execute audits efficiently including analysis of business data, IT systems and Data Center.
- Assist the Head of IT Operations, Infrastructure Manager and the Head of Risk with the planning and scoping of audits.
- Complete assigned tasks within specified times and provide concise and timely updates to the management.
- Support, manage and enhance the ISMS system including scheduling of audits, reviews and management of documentation.
- Carry out a continual improvement process with risk assessments in both methodology and scope by testing and evaluating operational & IT processes and the effectiveness of existing controls (encompassing policies, procedures, and standards).
- Identify and clearly define control issues, including root causes. Review and evaluate the adequacy of internal controls and compliance with IT security policies and procedures.
- Develop and review policies, controls, and standards where appropriate.
- Develop and monitor the Information Security audit schedule.
- Regularly interact and communicate with management to discuss the present audit results, gain acceptance and provide advice to remedy the audit issues or weaknesses discovered.
- Standardise the reporting format so audit results are communicated to senior management in a consistent fashion.
- Develop and maintain professional, credible relationships with key stakeholders (IT, Business & Risk) including relevant third parties and strategic suppliers.
- Complete security audits on third parties.
- Analyse and correlate information security events to identify appropriate event handling actions.
- Assess operational and implementation costs and evaluate them against the potential business impact if the policies and controls are not implemented.
- Assess the effectiveness of the measures against security risk management plan.

	• Develop IT security policy and operational procedures based on information collected. • Develop a documented action plan containing policies, practices and procedures that mitigate the identified risks. • Document information related to IT security attacks, threats, risks and controls. • Establish a standard methodology for performing security tests in accordance with security requirements. • Establish review procedures based on organisation's security risk management plan. • Evaluate effectiveness of current incident response plan against industry good practices. • Evaluate response plans periodically to ensure relevance. • Identify threats and risks that are relevant to organisation's operations and systems. • Monitor the effectiveness of action plans in addressing information risks. • Obtain corporate management's endorsement of security policies, standards and procedures by articulating cost and benefits. • Perform comparative analysis of security service performance level parameters against security information sources. • Prepare information security performance report based on results from analysis and correlation of information security events. • Rate and categorise potential security incidents. • Recommend suitable enhancements to improve information security performance. • Review business and security environment to identify existing requirements. • Review security policies, standards, and procedures by considering the threats identified and other information collected. • Test incident response plans periodically to ensure response times and executed procedures are acceptable. (**Note :** Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)
(3)	**DEPUTY DIRECTOR (ACADEMICS)** **No. of posts : 02** (for Delhi/ Noida) **Pay Level as per 7th CPC Pay Matrix** : Level 11 (67700-208700) (Gross Salary per annum – Rs. 16.36 lakhs approx.) **Maximum Age:** (as on 01.05.2025) 40 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** 9 year experience

	JOB CONTENTS (indicative) • Preparation/vetting of academic contents/articles/material on topics covered in the course curriculum and is relevant for the profession of company secretaries. • Development of academic contents. • Scanning of economic, regulatory, technology and other aspects that has impact on course curriculum and the profession of company secretaries and recommend necessary actions from time to time • Co-ordination with other directorates with other inter-departmental academic activities • Support in revision of syllabus and students knowledge updation related activities. (**Note :** Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)
(4)	**DEPUTY DIRECTOR (CORPORATE COMMUNICATION)** **No. of posts : 01** (for Delhi/ Noida) **Pay Level as per 7th CPC Pay Matrix** : Level 11 (67700-208700) (Gross Salary per annum – Rs. 16.36 lakhs approx.) **Maximum Age:** (as on 01.05.2025) 40 years **QUALIFICATION** Post Graduate Degree in Mass Communication / Advertising and Public Relations with 50% marks "OR" Graduate Degree in any discipline with 50% marks alongwith Diploma (of at least 1 year duration) in Mass Communication / Advertising and Public Relations **EXPERIENCE** 9 year experience **JOB CONTENTS (indicative)** • Brand and image building through Print & Electronic Media • Writing and editing press releases, in-house newsletters, speeches, articles • Organising interviews in Print, TV and digital media • Organising Press Conferences • Script writing for corporate films etc. • Social Media Management • Designing and executing Advertising Campaigns • Designing and printing of Promotional material/ Brochures • Sponsorship & Event Management • Liaison with Media, Industry, Ministries, Chambers of Commerce Trade & Industry etc. (**Note :** Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

(5)	**IT SECURITY MANAGER**

No. of posts : 1 (for New Delhi/ Noida)

Pay Level as per 7th CPC Pay Matrix : Level 10 (56100-177500) (Gross Salary per annum – Rs. 13.79 lakhs approx.)

Maximum Age: (as on 01.05.2025)   40 years

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

CERTIFICATION: CEH/ECSA/OSCP & CCNA/CCNP/MCSE/RHEL

EXPERIENCE
7 year experience

JOB CONTENTS (indicative)

- Implement ISO 27001 framework and Information Security Management System (ISMS).
- Develop a complete set of corporate Information Security policies and standards and continually monitoring the information security controls, KRIs/KPIs and technical landscape.
- Lead on compliance reviews, certifications and accreditations (e.g. ISO27001, Cyber Essentials, GDPR etc.).
- Implement effective and appropriate GRC controls and measures to protect systems and data.
- Identify, communicate and manage current and emerging security threats with relevant stakeholders.
- Develop Information security compliance frameworks, security policies and procedures, where necessary.
- Work with business, internal IT and 3rd party vendor teams to promote and adopt security best practices.
- Validate IT infrastructure and other reference architectures for security best practices and recommend changes to enhance security and reduce risks, where applicable.
- Work with Security partners, Managed Security Service Provider (MSSP) to conduct and review regular security assessments (Pen tests, Vulnerability scans etc) of vendors and solutions (SaaS, IaaS providers and MSSP).
- Comprehensive understanding of Information Security Frameworks (e.g. ISO 27001 and Cyber Essentials).
- Monitoring and reporting on compliance with security and data protection policies, as well as the enforcement of policies.
- Responsible for Security Architecture and potential security issues related to them PaaS, IaaS, SaaS and understanding of IAM, and Data Loss Prevention in a Microsoft Azure, AWS etc. environment.
- Responsible for security technologies such as IDS/IPS, vulnerability testing and Firewalls.

		• Responsible for HMG Security Policy Framework requirements and Government Security Classifications.
		• Responsible for security tools, technologies and best practices. Experience in Information Security domain that include Vulnerability Assessment, Penetration Testing off IT Infrastructure and application used.
		• To carry out System and network wide Vulnerability Assessment to assess the security level of systems and network devices at client's networks.
		• To carry out Manual configuration review of Security Devices (Firewall, IDS, IPS etc.), Network Devices (Router, Switches), Servers and Systems
		• To carry out Penetration Testing of System and network devices accessible from the internet or configured with Public IP Addresses at client's networks.
		• Responsible for Web/Mobile / cloud-based Application Security Testing based on OWASP Guidelines manually as well as using automated tools.
		• Responsible for Client Server based Application Security Testing
		• To understand the security report with recommendations to mitigate the reported Vulnerabilities.
		• Responsible for application security tools like Burp Suite, Acunetix, IBM App Scan etc.
		• To carry out Source Code review (Manual /Automated tools) will be added advantage.
		• To manage multiple projects with managing time and commitments effectively.
		• At least Level 3 ability on Linux and Windows Operating Systems
		• SIEM tools. AlienVault SIEM experience ideal, but any other similar SIEM tools also considered (McAfee SIEM, Splunk, OSSIM, ARCsight, etc.)
		• To carry out Security Operations Center, Network Support center, or Incident Response center.
		• Responsible for advanced security solutions: Antivirus, firewall, IPS, VPN, and other security related devices i.e. (Endpoint security suites from McAfee, Symantec, ESET, etc).
		• Responsible for Vulnerability Management and scanning.
		• Manage virtualization and hosted environments.
		• Responsible for routing protocols, switching, encryption, DNS and content delivery solutions.
		• Responsible for troubleshooting in a heterogeneous operating environment.
		(**Note :** Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)
(6)		**EXECUTIVE (LAW / FINANCE AND ACCOUNTS / HR)**
a.		**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. 11.23 lakh approx.) **Maximum Age:** (as on 01.05.2025) 35 years **QUALIFICATION**

	Degree in Law with 50% **EXPERIENCE** Minimum 5 years experience **JOB CONTENTS (indicative)** - Drafting and vetting of Agreements, Lease Deeds, Memorandum of Understandings (MOUs), Service Level Agreements (SLA), and Tender Documents etc. - Documentation for Sale & Purchase of Properties, Registration Process, etc. - Due Diligence of Property Documents, Title Chain and Ownership Documents. - Managing various cases in Courts, Tribunals and preparing Appeals, Replies, Representations, Affidavits to be filed before various Authorities, Courts and Tribunals. - Ensuring compliance with various laws, Lease Rent, Property Rent, Regulations pertaining to Properties of ICSI across the country. - Sound knowledge of Property laws relating to Sale, Purchase and transfer of Property, Leasing, Mortgage, Property Acquisition, Bank Guarantees, Tendering, Documentation etc. - 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.)
b.	**EXECUTIVE (FINANCE AND ACCOUNTS)** **No. of posts : 01** (for Delhi/ Noida) **Pay Level as per 7th CPC Pay Matrix** : Level 08 (47600-151100) (Gross Salary per annum – Rs. 11.23 lakh approx.) **Maximum Age:** (as on 01.05.2025) 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)**

	• Assist in Finalization of Annual Accounts of the Headquarters of the Institute • Assist in preparation of Finalization of Annual Budget & Budgetary Control • Assist in Co-ordination of implementation of ERP in the Institute • Monitoring of third parties bills, contractor's bills. • Handling the Quarterly & Annual Statutory / Internal Audit of the Headquarters of the Institute • Accounting for programmes / seminars of the Institute • Assist in Handling RTI related to Dte of Finance & Accounts of the Institute • 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.)
c.	**EXECUTIVE (HR)** **No. of posts : 01** (for Delhi/ Noida) **Pay Level as per 7th CPC Pay Matrix** : Level 08 (47600-151100) (Gross Salary per annum – Rs. 11.23 lakh approx.) **Maximum Age:** (as on 01.05.2025) 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.)
(7)	**EXECUTIVE ASSISTANT** **No. of posts : 10** (for HQ at New Delhi/ Noida or any other Regional Office / Chapter Offices across India) **Pay Level as per 7th CPC Pay Matrix** : Level 04 (25500-81100) (Gross Salary per annum – Rs. 6.33 lakh approx.) **Maximum Age:** (as on 01.05.2025) 35 years **QUALIFICATION** Graduate in Commerce **EXPERIENCE** Minimum 3 years experience **JOB CONTENTS (indicative)** The indicative Job contents for candidates selected for Chapter Offices will be as under :- • To take day-to-day decisions for smooth working of the Chapter office and to improve the services of members/students in consultation with the Chairman • To operate the bank accounts jointly with the office bearers of the Chapter with certain monetary limits, as may be decided by the Regional Council/Chapter • To initial all the receipt & payment vouchers before placing the same to the Chairman/Treasurer for approval • To attend all the meetings of the Managing Committee of the Chapter and to assist the Secretary in drafting the agenda/minutes • To strictly follow the purchase procedure/manual for procuring the material/services. While effecting the purchases, the proprietary aspect of

	sending all the expenses irrespective of its nature need to be specifically looked into • To authenticate all the MIS reports or the reports required to be sent to various Directorates of the Headquarters • Such other duties as may be assigned from time to time by the Headquarters of the Institute The Job contents for candidates selected for Offices other than Chapter Offices will be as decided by the respective Directorate / Office. (**Note** : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)

B. CONTRACTUAL POSTS

(The post shall be offered on Contractual basis for an initial period for 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.)

1	**DEAN** **[on Contractual basis at ICSI CCGRTs (Mumbai / Kolkata / Hyderabad / Manesar)]** **No. of post : 04** (Mumbai / Kolkata / Hyderabad / Manesar) **Compensation :** The Consolidated payout of Rs.2,50,000/- per month. **MAXIMUM AGE** (as on 01.05.2025) 62 years **QUALIFICATION** • Master's Degree in Economics / Law/ Commerce/ Management / Accounts /Finance with atleast 55% marks or equivalent grade on a point scale, wherever grading system is followed. • Good academic record with Ph.D. degree in Economics/ Law/ Commerce/ Management/ Finance **EXPERIENCE** A minimum of 20 years experience, out of which minimum 10 years in a Senior Executive position **JOB CONTENTS (indicative)** • Dean will be the Head of the research activities of the Centre for Corporate Governance Research and Training (CCGRT) and passionate about leading the research activities at the centre.

- Responsible for fostering innovation in training and research, enhancing collaboration across all core disciplines of Company Secretaries profession, expanding professional opportunity, and ensuring that CCGRT to serve all its stake holders and society at large. The role of the Dean is to provide academic leadership and steer the research activities under overall guidelines of the central leadership of the ICSI.

- To provide leadership and strategic direction for the research program, including developing and implementing a research strategic plan that aligns with the institution's overall Vision and Mission.

- To create a flourishing Research based ecosystem at CCGRT to enable the ICSI to establish itself as a leader in Corporate Governance in India as well abroad. Further, to act as front line facilitator for submitting research proposals by analysing existing policies/Acts/guidelines etc., of various Ministries as a part of research and initiate necessary steps to tie-up with various ministries to advice them by flagging the issues as an output of preliminary research study.

- To play a crucial role in ensuring the quality and integrity of CS academic and training programs. This includes curriculum development, accreditation processes, assessment of academic performance, and fostering a culture of academic excellence, developing training modules etc.

- To play a multifaceted role in steering the CCGRT towards excellence by providing leadership, strategic direction, and operational oversight.

- Implementation of policy document at CCGRT approved by the Council of the ICSI and making CCGRT as a role model in research and training in the globe.

- Manage and oversee the operations of the research program, including managing the budget, resources, and personnel.

- Foster a culture of excellence in research, encouraging high-quality research output, and ensuring compliance with ethical standards and research integrity.

- To promote interdisciplinary collaboration among researchers and establish partnerships with other Institutes/organizations to enhance research opportunities and funding.

- To conduct any other related research activities as directed by the Competent Authority time to time.

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

2	**RESEARCH ASSOCIATE** **[on Contractual basis at ICSI CCGRTs (Mumbai / Kolkata / Hyderabad / Manesar)]** **No. of post : 20** (Mumbai / Kolkata / Hyderabad / Manesar) **Compensation :** The Consolidated payout of Rs.50,000/- per month. **MAXIMUM AGE** (as on 01.05.2025) 40 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)** • Corporate Governance • Governance of Non-corporate entities • Securities Laws • Competition Law • Insolvency and Bankruptcy Law • Cyber and Information Technology Laws • Environment Laws • Intellectual Property Laws • Labour Laws • Banking and Insurance Laws • International Business Laws • Decriminalization of Offences under Corporate Laws • Related Party Transactions • Governance Legislations • Sustainability Reporting • ESG reporting • International Financial Services Centre Laws • Valuation • Corporate Restructuring • Other emerging area (**Note:** Training experience forming a part of the curriculum of any Degree will not be counted towards the total experience)

| 3 | **EXECUTIVE (CAREER AWARENESS PROGRAMME)**

[on Contractual basis at ICSI Regional Offices (New Delhi / Kolkata / Mumbai / Chennai)]

No. of post : 04 (New Delhi / Kolkata / Mumbai / Chennai)

Compensation : The Consolidated payout of Rs.50,000/- per month.

MAXIMUM AGE (as on 01.05.2025)   40 years

QUALIFICATION
MBA / PGDBM or equivalent degree/ Diploma with 50% marks (of at least 2 year duration) (with specialization in Marketing)

EXPERIENCE
5 year experience

Job Contents (indicative)

- Conduct Career Guidance sessions in schools, colleges, Universities, Institutes and Universities/Institutes which have executed MoUs with ICSI

- Post CAP (Career Awareness Programmes) follow-ups with Students/ Schools/ Colleges/ Universities/ Institutes

- Organize Career Awareness Campaigns, Webinars etc.

- Collaborate with educational institutions /Other organizers for participation in career fairs.

- Distribute promotional material (brochures, leaflets, posters etc.).

- Promotion of Olympiads conducted by the Institute

- Engage with digital and social media platforms to spread awareness.

- Network with principals, teachers, and career counselors.

- Provide career counseling to prospective students, parents and Teachers

- Address queries related to the CS course, admission process, and career prospects.

- Maintain regular follow-ups with interested candidates.

- Prepare and submit regular reports on outreach activities.

- Collect feedback from participants to improve future programs.

- Maintain a database of visited institutions and interested students.

- Coordinate with the Head Office, Regional Council, and Chapters.

- Support other Career Guidance and outreach initiatives and events of the Institute

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

4	**ACCOUNTANT**
	[on Contractual basis at ICSI Regional Offices (New Delhi / Kolkata / Mumbai / Chennai)]
	No. of post : 04 (New Delhi / Kolkata / Mumbai / Chennai)
	Compensation : The Consolidated payout of Rs.50,000/- per month.
	MAXIMUM AGE (as on 01.05.2025)　　40 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) • Conceptual understanding of basic bookkeeping/ accounting, accounting standards, etc • Day to day maintenance and of books of accounts along with preparation of Annual Accounts of the Region • Preparation of Bank / Cash Reconciliation statements • Inter unit / branch reconciliation with jurisdictional Chapters/Units • Processing and payment of third parties bills • Taxation-Income Tax & GST Laws and compliances • Preparation, reviewing of Budgets with analysis of actual vs budgetary estimations • Banking & investment • Cash Management • Accounting for programmes / seminars of the Institute • Handling the Quarterly & Annual Statutory / Internal Audit • Coordinating with the Chapter Offices under the respective region. • Handling RTI • Working knowledge of Word, Excel, ERP (**Note:** Training experience forming a part of the curriculum of any Degree will not be counted towards the total experience)

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 2nd June,2025

1	**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.
2	**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.
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 **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.
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	**While Filling the Online Resume Form :-** 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	**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.**
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.

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

https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome

(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 :

The HR Directorate
The Institute of Company Secretaries of India
New Delhi
Email : hr.dept@icsi.edu
website : www.icsi.edu.