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## **ADVT. NO. 03/2026 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 and its other Offices:-

| S. no. | Name of the Post                   | Location | No. of Posts | Pay Level as per 7 <sup>th</sup> CPC Pay Matrix (Rs.) | Gross Salary per Annum (Rs. in Lakhs) | Max. Age (as on 01.05.2026) |
|--------|------------------------------------|----------|--------------|---|---------------------------------------|-----------------------------|
| 1.     | <b>Director</b> (Academics)        | Mumbai   | 01           | Level 13<br>(123100-215900)                           | 29.44                                 | 50 years                    |
| 2.     | <b>Deputy Director</b> (Academics) | Mumbai   | 01           | Level 11<br>(67700–208700)                            | 16.81                                 | 40 years                    |
| 3.     | <b>Executive</b> (Academics)       | Mumbai   | 03           | Level 8<br>(47600-151100)                             | 11.54                                 | 35 years                    |

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 **30.05.2026 to 19.06.2026** and the last date for applying Online is **19.06.2026**.

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 30.05.2025).
  - **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 01.05.2026.**

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| <b>(1)</b> | <p><b><u>DIRECTOR (Academics)</u></b></p> <p><b>No. of posts : 1</b> (Mumbai)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 13 (123100-215900) (Gross Salary per annum – Rs. 29.44 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.05.2026): 50 years</p> <p><b>QUALIFICATION</b><br/>A Graduate degree in Commerce from a recognized University and ACS /ACA / ACMA<br/>OR<br/>PG degree in Economics/ Commerce/ Management/ Law or equivalent with 50% marks</p> <p><b>EXPERIENCE</b><br/>15 year experience out of which 7 years experience in Senior Executive position</p> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"><li>• Strategic Regulatory Engagement<ul style="list-style-type: none"><li>- Lead and oversee ICSI's engagement with regulators and financial sector institutions including the Reserve Bank of India, Securities and Exchange Board of India, International Financial Services Centres Authority, Insurance Regulatory and Development Authority of India, Indian Banks' Association, National Stock Exchange of India, BSE Limited, Central Depository Services (India) Limited, National Securities Depository Limited and other statutory, regulatory, and governmental authorities.</li><li>- Develop and execute strategic initiatives to strengthen the Institute's institutional presence and influence within the BFSI ecosystem.</li><li>- Foster collaborative partnerships with regulators, industry associations, financial institutions, and professional bodies.</li></ul></li><li>• Policy Advocacy and Legislative Affairs<ul style="list-style-type: none"><li>- Provide strategic direction on policy, regulatory, and legislative matters affecting the profession and the financial sector.</li><li>- Lead preparation and submission of representations, recommendations, consultation responses, and policy papers on behalf of ICSI.</li><li>- Analyse emerging regulatory developments and advise the Institute's leadership on their implications.</li><li>- Drive advocacy initiatives for recognition and expansion of professional opportunities for Company Secretaries.</li></ul></li><li>• Leadership Support to Elected Office Bearers<ul style="list-style-type: none"><li>- Facilitate high-level interactions and engagements of the President, Vice-President, Council Members, Secretary, and senior leadership with regulators, policymakers, and industry leaders.</li><li>- Coordinate strategic meetings, consultations, and policy dialogues.</li><li>- Oversee preparation of briefing notes, policy papers, presentations, and follow-up action plans.</li></ul></li><li>• Professional Recognition and Growth Initiatives<ul style="list-style-type: none"><li>- Conceptualize and implement initiatives aimed at securing new professional avenues and recognitions for Company Secretaries across banking, insurance, securities markets, fintech, IFSCs, and other emerging sectors.</li></ul></li></ul> |
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|     | <ul style="list-style-type: none"> <li>- Lead strategic engagement with regulatory authorities to advocate the inclusion and recognition of Company Secretaries in regulatory frameworks, committees, and professional assignments.</li> <li>- Identify emerging opportunities and develop action plans to position Company Secretaries as key governance and compliance professionals.</li> <li>• <b>BFSI and Capital Markets Leadership</b> <ul style="list-style-type: none"> <li>- Provide overall leadership in matters relating to banking, financial services, insurance, capital markets, securities regulation, depositories, market intermediaries, and financial sector governance.</li> <li>- Guide the development of knowledge resources, research publications, technical guidance, and capacity-building initiatives.</li> <li>- Monitor domestic and international developments impacting the BFSI sector and the profession.</li> </ul> </li> <li>- <b>Regulatory Committees and Institutional Representation</b> <ul style="list-style-type: none"> <li>- Lead ICSI's participation in committees, advisory groups, task forces, and working groups constituted by regulators and governmental bodies.</li> <li>- Oversee matters relating to regulatory committees such as PMAC, SSEAC, IFSCA committees, and other forums where ICSI is represented.</li> <li>- Ensure effective representation of the Institute's views and follow-up on committee recommendations and outcomes.</li> </ul> </li> <li>• <b>Conferences, Outreach and Knowledge Initiatives</b> <ul style="list-style-type: none"> <li>- Provide strategic oversight for organizing conferences, conclaves, roundtables, workshops, and professional development programmes relating to BFSI and capital markets.</li> <li>- Strengthen engagement with industry leaders, regulators, academicians, and practitioners.</li> <li>- Promote thought leadership and knowledge dissemination on emerging regulatory and governance issues.</li> </ul> </li> <li>• <b>Regulatory Initiatives and Institutional Projects</b> <ul style="list-style-type: none"> <li>- Lead implementation of regulatory initiatives, reforms, and collaborative projects undertaken in association with regulators and industry bodies.</li> <li>- Drive cross-functional coordination within the Institute for successful execution of strategic projects.</li> <li>- Undertake special assignments entrusted by the Council, President, Secretary, or competent authority.</li> </ul> </li> <li>• <b>Team Leadership and Governance</b> <ul style="list-style-type: none"> <li>- Provide leadership, mentoring, and guidance to officers and staff under the department.</li> <li>- Establish performance standards and monitor achievement of departmental objectives.</li> <li>- Ensure adherence to governance standards, institutional policies, and operational excellence.</li> </ul> </li> <li>• Such other duties as may be assigned from time to time by the Competent Authority.</li> </ul> <p>(<b>Note</b> : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p> |
| (2) | <p><b><u>DEPUTY DIRECTOR (ACADEMICS)</u></b></p> <p><b>No. of posts : 01</b> (Mumbai)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 11 (67700-208700) (Gross Salary per annum – Rs. 16.81 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.05.2026): 40 years</p>   |

**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)**

- Regulatory Coordination and Liaison
  - Liaise and maintain regular interaction with regulators and financial sector institutions including the Reserve Bank of India, Securities and Exchange Board of India, International Financial Services Centres Authority, Insurance Regulatory and Development Authority of India, Indian Banks' Association, National Stock Exchange of India, BSE Limited, Central Depository Services (India) Limited and National Securities Depository Limited, as well as other authorities and institutions as assigned.
  - Assist in maintaining institutional relationships and coordinating meetings, consultations, and collaborative initiatives.
- Coordination of Meetings and Official Engagements
  - Facilitate appointments, meetings, and interactions of the President, Vice-President, Secretary, and senior officials of ICSI with regulators, policymakers, and industry stakeholders.
  - Prepare meeting briefs, background notes, agenda papers, presentations, and records of discussions.
  - Ensure timely follow-up and implementation of action points arising from such meetings.
- Policy Research and Regulatory Analysis
  - Monitor notifications, consultation papers, circulars, regulations, and policy developments issued by financial sector regulators.
  - Undertake research and analysis of emerging regulatory and legislative developments.
  - Assist in drafting comments, representations, recommendations, and policy submissions on behalf of ICSI.
  - Prepare analytical notes and reports for consideration by the Institute's leadership.
- Professional Recognition and Development Initiatives
  - Identify emerging opportunities for Company Secretaries in banking, insurance, securities markets, fintech, IFSCs, and other BFSI segments.
  - Assist in preparing representations seeking enhanced professional recognition and new assignments for Company Secretaries.
  - Support initiatives aimed at strengthening the role of Company Secretaries in the financial sector.
- Capital Markets and BFSI Activities
  - Handle matters relating to capital markets, securities regulation, corporate governance, listing compliances, depository systems, and related areas.
  - Assist in preparing technical papers, knowledge resources, presentations, and professional guidance materials.
  - Track developments in the BFSI sector and assess their implications for the profession.
- Regulatory Committees and Advisory Forums
  - Coordinate activities relating to committees, advisory groups, task forces, and working groups of regulators where ICSI is represented.
  - Prepare agenda notes, background papers, presentations, minutes, and action-taken reports for such committees.
  - Monitor implementation of decisions and recommendations emerging from committee deliberations.

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|     | <ul style="list-style-type: none"> <li>• Conferences, Seminars and Outreach Programmes <ul style="list-style-type: none"> <li>- Assist in organizing conferences, seminars, workshops, roundtables, and professional development programmes relating to BFSI and capital market sectors.</li> <li>- Coordinate with regulators, industry experts, institutions, and professional bodies for programme planning and execution.</li> <li>- Support publication and dissemination of knowledge resources arising from such initiatives.</li> </ul> </li> <li>• Regulatory Initiatives and Projects <ul style="list-style-type: none"> <li>- Assist in implementing projects, reforms, and initiatives undertaken by ICSI in collaboration with regulators and industry bodies.</li> <li>- Coordinate with internal departments and external stakeholders for smooth execution of assigned projects.</li> <li>- Maintain project records and prepare periodic progress reports.</li> </ul> </li> <li>• Administrative and Reporting Functions <ul style="list-style-type: none"> <li>- Maintain databases, correspondence records, stakeholder contacts, and regulatory communications.</li> <li>- Prepare reports, presentations, notes, and documentation for Council, Committees, and senior management.</li> <li>- Ensure timely submission of reports and compliance with internal processes.</li> </ul> </li> <li>• Other Duties <ul style="list-style-type: none"> <li>- Undertake special assignments and responsibilities entrusted by the Director, Joint Director, Secretary, or competent authority from time to time.</li> </ul> </li> <li>• Such other duties as may be assigned from time to time by the Competent Authority.</li> </ul> <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p> |
| (3) | <p><b><u>EXECUTIVE (ACADEMICS)</u></b></p> <p><b>No. of posts : 03</b> (Mumbai)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 8 (47600-151100) (Gross Salary per annum – Rs. 11.54 lakh approx.)</p> <p><b>Maximum Age</b> (as on 01.05.2026): 35 years</p> <p><b>QUALIFICATION</b><br/> A Graduate degree in Commerce from a recognized University and ACS / ACA / ACMA<br/> OR<br/> PG degree in Economics/ Commerce / Management / Law or equivalent with 50% marks</p> <p><b>EXPERIENCE</b><br/> Minimum 5 years experience</p> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Regulatory Monitoring and Research Support <ul style="list-style-type: none"> <li>- Track notifications, circulars, consultation papers, regulations, guidelines, and policy developments issued by the Reserve Bank of India, Securities and Exchange Board of India, International Financial Services Centres Authority, Insurance Regulatory and Development Authority of India, Indian Banks' Association, National Stock Exchange of India, BSE Limited, Central Depository Services (India) Limited, National Securities Depository Limited and other regulatory authorities.</li> <li>- Compile regulatory updates and prepare summaries, briefs, and analytical notes for senior officers.</li> </ul> </li> </ul>  |

- Assist in research relating to banking, insurance, capital markets, corporate governance, and financial sector developments.
- Policy and Representation Support
  - Assist in preparing draft representations, comments, responses, and policy submissions on regulatory and legislative matters.
  - Collect and collate data, industry feedback, and relevant information for policy advocacy initiatives.
  - Support preparation of discussion papers, background notes, and technical documents.
- Stakeholder Coordination
  - Coordinate with regulators, financial institutions, stock exchanges, depositories, industry associations, professional bodies, and other stakeholders.
  - Maintain stakeholder databases and communication records.
  - Assist in scheduling meetings, consultations, and interactions with external agencies.
- Support for Leadership Engagements
  - Facilitate logistical and administrative arrangements for meetings of the President, Vice-President, Secretary, and senior officials with regulators and industry representatives.
  - Prepare meeting folders, briefing notes, agenda papers, and follow-up records.
  - Monitor action points arising from meetings and ensure timely follow-up.
- Capital Markets and BFSI Activities
  - Assist in handling matters relating to securities laws, listing regulations, corporate governance, depository systems, and capital market developments.
  - Support preparation of technical content, presentations, reports, and publications on BFSI and capital market-related subjects.
  - Maintain records and documentation relating to regulatory developments and institutional initiatives.
- Committee and Advisory Forum Support
  - Provide secretarial and coordination support for committees, working groups, and advisory forums where ICSI is represented.
  - Prepare agenda papers, minutes, attendance records, presentations, and action-taken reports.
  - Track implementation status of committee recommendations and decisions.
- Conferences, Programmes and Events
  - Assist in organizing seminars, conferences, workshops, webinars, roundtables, and professional development programmes relating to BFSI and capital markets.
  - Coordinate with speakers, regulators, participants, and service providers.
  - Support preparation of programme materials, invitations, reports, and feedback analysis.
- Regulatory Initiatives and Projects
  - Assist in implementation of projects, studies, and initiatives undertaken by ICSI in collaboration with regulators and industry bodies.
  - Monitor timelines and maintain project documentation.
  - Prepare periodic status reports and updates.
- Documentation and Administrative Support
  - Draft routine correspondence, official communications, reports, presentations, and notes.
  - Maintain physical and electronic records, files, databases, and reference materials.
  - Ensure proper documentation and record management in accordance with Institute policies.
- Other Responsibilities
  - Undertake research, coordination, and administrative assignments entrusted by senior officers from time to time.
  - Assist in any other activities relating to the objectives and functions of the Department.
- Such other duties as may be assigned from time to time by the Competent Authority.

(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 : 19<sup>th</sup> June, 2026**

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| 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><br>1. Don't enter Special Characters like " " ' ' / & etc.<br>2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc.<br>3. Upload a resume file which does not exceed 100 KB.   |

**GENERAL CONDITIONS**

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| 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.      |

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| 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>

In case of any query please email at the below mentioned email address :

The Directorate of HR  
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)