



भारतीय कम्पनी सचिव संस्थान
THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Engagement of Consultant on Contractual basis

About the Vacancy

The Institute of Company Secretaries of India (ICSI) is a statutory body set up under an act of Parliament, the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries in India. The ICSI invites applications for the following post on contractual basis:-

Job Description:

S. No	Name of Vacancy	Number of Vacancies	Qualification
1.	Consultant (on contract) (ICSI-NIRC, New Delhi)	01	Associate Member of the Institute of Company Secretaries of India

Experience: Post Qualification Experience 2-3 Years

Maximum Age: 40 years (As on 1st September 2026)

Remuneration (consolidated): Consolidate Payout in the range of Rs 40,000/- to Rs 50,000/-per month

Period of Engagement: 11 months

Work Profile:

- **Regional Council & Governance Support:** Assisting in the day-to-day functioning of NIRC and providing administrative and secretarial support for the activities of the Regional Council, its committees and sub-committees.
- **Agenda & Meeting Management:** Preparation, compilation and processing of agendas, agenda notes, meeting papers, action points and minutes of meetings of the Regional Council/Committees; maintaining records and monitoring compliance of decisions taken.
- **Drafting & Correspondence:** Drafting letters, official communications, notices, circulars, minutes, proposals, reports, briefs, presentations and other documents relating to NIRC activities and correspondence with members, Chapters, students, government authorities, regulators, professional bodies, educational institutions and other stakeholders.
- **Members' Programmes:** Assisting in planning, coordination and execution of Professional Development Programmes, seminars, conferences, workshops, study circles, lectures, networking initiatives and other programmes for members, including programmes organised jointly with other professional/statutory bodies, regulators, government departments and institutions.
- **Students' Programmes & Initiatives:** Assisting in planning and conducting student-oriented programmes and initiatives, including Student Induction Programmes, orientation/training programmes, capacity-building activities, career and placement initiatives, student development programmes, debating/quiz/other student activities and programmes for dissemination of professional knowledge.
- **Chapter Coordination & Monitoring:** Coordinating with Chapters under the jurisdiction of NIRC, assisting in implementation of directions of the Council/Regional Council, monitoring

Chapter activities and programmes, obtaining requisite reports/information and assisting in addressing operational and administrative matters relating to Chapters.

- **Regulatory & Guidelines Compliance:** Studying, understanding and applying the provisions of the Company Secretaries Act, 1980, Company Secretaries Regulations, 1982, ICSI Chapter Management Guidelines, applicable ICSI policies/guidelines, circulars, notifications, directions and decisions of the Council/Regional Council, and assisting in ensuring that NIRC and Chapter activities are undertaken in accordance with the applicable framework.
- **Legal & Professional Matters:** Assisting in examination and processing of matters involving statutory/regulatory provisions, professional issues, representations, complaints, Chapter-related matters and other issues requiring reference to applicable laws, Regulations and ICSI guidelines, and preparing appropriate notes/briefs for consideration of the competent authority.
- **Programme Planning & Execution:** Assisting in preparation of annual/monthly programme calendars, identification of relevant topics and speakers, coordination with resource persons and stakeholders, venue/logistics coordination, participant communication, registration, programme documentation and post-event reporting.
- **Coordination with Stakeholders:** Liaising and coordinating with ICSI Headquarters, Chapters, members, students, government departments, regulators, professional bodies, industry associations, educational institutions and other external stakeholders in connection with NIRC activities.
- **Reports, Data & Records:** Compilation and maintenance of records, databases, programme reports, Chapter activity reports, member/student-related information, correspondence and other NIRC documentation; preparation of periodic reports and MIS as required.
- **Professional Outreach & Representation:** Assisting in initiatives aimed at promoting the profession of Company Secretaryship, enhancing professional knowledge, facilitating interaction with industry/regulators and supporting activities undertaken for raising the standard and status of the profession.
- **Event & Communication Support:** Assisting in preparation of programme invitations, brochures, publicity material and other communication material in accordance with applicable ICSI guidelines.
- **Examination & Student Support:** Assisting, wherever required, in activities relating to examination centres, student facilities, training/orientation programmes and other initiatives entrusted to NIRC by the Council/Headquarters.
- **Any Other Assigned Work:** Performing such other duties, functions and responsibilities as may be assigned from time to time by the Regional Director or competent authority in furtherance of the objectives and activities of NIRC.

Skills:

- Strong drafting and communication skills
- Ability to interpret and follow applicable laws and ICSI guidelines
- Excellent verbal and written skills
- Capability to independently coordinate multiple activities and stakeholders.
- Well versed with MS Office (MS word, MS Excel, MS Power point etc.)

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

The link shall be active from **04.09.2026 to 18.09.2026 (18.09.2026 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 the candidates should satisfy themselves regarding eligibility criteria required for the said post.
- (ii) **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the post mentioned above is 01.09.2026.**

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 18.09.2026

1	Before applying for the above post the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post. 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 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	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.
2	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.
3	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.
4	The “ICSI” reserves the right to increase/decrease the number of vacancies for the post, as advertised as per its requirement or not to fill up the above post as per its requirement or even cancel the whole process of recruitment without assigning any reason.
5	The “ICSI” also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
6	Proficiency in Computer Applications is essential for the above post.
7	No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion.
8	The “ICSI” takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
9	Canvassing in any form will straightway disqualify the candidature.
10	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:

Mr. Sajeevan P
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