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 : 45341000
email : info@icsi.edu Website : www.icsi.edu

CAREER OPPORTUNITIES

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

CONSULTANT (ON CONTRACTUAL BASIS)
NO. OF POST(S) : 02 (one)

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

MAXIMUM AGE (as on 01.11.2024) : 40 years

PLACE OF POSTING:　　　　NOIDA (UP)

PERIOD OF ENGAGEMENT
The tenure for the position will initially be for a period of one year, thereafter engagement is extendable up to maximum of two years, based on the performance and the requirement

QUALIFICATION
MCA or B.Tech (Computer Science/Information Technology) or equivalent with 50% marks from recognized Institute / University

EXPERIENCE
Minimum 2-4 year of experience in C#, ASP.NET, MS-SQL Server, JavaScript / jQuery, Bootstrap and Power BI along with the specialization and expertise as follows:

i) **Data Analysis and Visualization:** Understanding of data analysis concepts and the ability to translate business requirements into effective visualizations. Proficiency in creating various types of charts, graphs, and dashboards to represent data insights.

ii) **Power BI Tool Proficiency:** In-depth knowledge of Power BI Desktop, Power BI Service, and Power BI Mobile. Familiarity with Power Query for data transformation and Power Pivot for data modeling.

iii) **Data Modeling:** Ability to design and implement effective data models using relationships, calculated columns, measures, and hierarchies. Understanding of star schema and other data modeling techniques.

iv) **DAX (Data Analysis Expressions):** Proficiency in writing and using DAX formulas for creating custom calculations and measures. Understanding of DAX functions and their applications in Power BI.

v) **SQL Knowledge:** Familiarity with SQL for data extraction, transformation, and loading (ETL) tasks. Ability to write SQL queries to retrieve and manipulate data from various sources.

vi) **ETL (Extract, Transform, Load):** Experience with data extraction, transformation, and loading processes using Power Query and other ETL tools. Knowledge of data integration and cleansing techniques.

vii) **Data Source Connectivity:** Ability to connect Power BI to various data sources, including databases, Excel files, cloud-based sources, and web services.

viii) **Power BI Service:** Understanding of the Power BI Service for sharing, collaborating, and publishing reports and dashboards. Knowledge of setting up and managing workspaces, gateways, and data refresh schedules.

ix) **Data Governance and Security:** Knowledge of data governance principles and best practices. Understanding of security features in Power BI, including role-level security and row-level security.

x) **Problem Solving and Troubleshooting:** Analytical skills to identify issues in data, models, or visualizations and troubleshoot them effectively. Ability to optimize queries and data models for performance.

xi) **Communication and Collaboration:** Strong communication skills to interact with business stakeholders and understand their requirements. Collaboration skills to work with other team members, and business analysts.

JOB PROFILE

Software requirement study and analysis, system design, system development and implementation and maintenance as per the requirement of the Institute.

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 **15ᵗʰ November to 06ᵗʰ December 2024 (06ᵗʰ December 2024 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 01ˢᵗ November 2024.**

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
Joint Director (HR)
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