



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)

08.09.2026

CALL FOR WRITTEN TEST FOR THE POST OF “EXECUTIVE ASSISTANT”

This is with reference to the advertisement (ADVT. NO. 04/2026) issued by the Institute of Company Secretaries of India (ICSI) for the post of Executive Assistant (Level 4 : 25500 - 81100).

Admit Cards for provisionally eligible candidates (subject to verification of original documents) for the written test have been uploaded in the candidates' accounts on the ICSI Recruitment Portal.

S. No.	Name of the Post	Written Test Date / Time
1	Executive Assistant	27th September 2026 (Sunday) 11:00 AM – 01:00 PM (Reporting Time: on or before 10:30 AM)

The written test for the above post shall be conducted in **Delhi, Mumbai, Kolkata and Chennai**.

To download the **Admit Card**, please log in using your **Username and Password** at the following link:

- <https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome>
- After login, navigate to: **Recruitment Management** → **Download Admit Card**

Syllabus and other details for the written test:

- **Exam Duration** : 2 hours
- **Maximum Marks** : 100
- **Exam Type** : Objective – Multiple Choice Questions (MCQs)
- **Marking Scheme** : Each MCQ carries 1 mark. There is no negative marking
- **Syllabus:**
 - Basic Accounting
 - General English
 - Basic Mathematics
 - Computer Knowledge
 - Quantitative Aptitude
 - Reasoning
 - General Knowledge & Current Affairs

Note: A formal communication shall be sent through e-mail to candidates who are provisionally shortlisted in order of merit in the written examination to appear for Document Verification.

- **List of candidate who are Not Eligible for the written test shall be checked at the following link :** <https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome>

In case of any query please contact:

Directorate of HR
The Institute of Company Secretaries of India
New Delhi
Tel: 011 - 45341020 / 1036 / 1092
Email: hr.dept@icsi.edu
website: www.icsi.edu
