



**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

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 on contractual basis:

S.No	Name of Post	No. of Post	Place of Posting	Period of contract	Remuneration (Consolidated) (all inclusive)	Max Age as on 01.04.2026
1	Consultant (DISCIPLINE)	02	Noida	11 Months	Consolidate Payout will be in the range of Rs 40,000/- to Rs 50,000/-per month	40 Years
2	Consultant (GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW)	02	Lodi Road			
3	Consultant (ACADEMICS & RESEARCH STUDIES)	02	Noida			
4	Consultant (Examination)	01	Noida			
5	Consultant (Training)	02	Noida			
6	Consultant (ACADEMICS & RESEARCH – PMQ)	02	Noida			

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 **27.04.2026 to 10.05.2026 (10.05.2026 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:

- 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 01.04.2026.**

1	Consultant (DISCIPLINE) at ICSI, Noida-(On contractual basis) No of Post : 02 Compensation The Consolidate Payout will be in the range of Rs 40,000/- to Rs 50,000/-per month Maximum Age: 40 Years Place of Posting Noida (UP) Period of Engagement The tenure of the position will be for the period of 11 months. The period of engagement may be extended every year upto a period of maximum two more years based on the performance and the requirement. Qualification Member of the Institute of Company Secretaries of India/LLB Experience 3-4 years of Experience with practical exposure of the Companies Act,2013. Work Profile ➤ Filing and certification of e forms on MCA portal ➤ Secretarial Audit ➤ Conduct of meetings ➤ Preparation of minutes and resolutions ➤ Legal drafting
2	Consultant (GOVERNANCE & PROFESSIONAL DEVELOPMENT - GOVERNANCE & CORPORATE LAW) No of Post : 02 (01 Company Secretary) and 01 (Law Graduate) Compensation The Consolidate Payout will be in the range of Rs 40,000/- to Rs 50,000/-per month Maximum Age: 40 Years Place of Posting Lodi Road, New Delhi Period of Engagement The tenure of the position will be for the period of 11 months. The period of engagement may be extended every year upto a period of maximum two more years based on the performance and the requirement. Qualification Member of the Institute of Company Secretaries of India (preference shall be given to the candidates who have law Degree) Experience 0-5 years as Company Secretary, having experience in NCLT and NCLAT etc.

	Work Profile ➤ Act as a liaison between the ICSI and Tribunal, Judges etc. ➤ Recognition of CS in the field of Tribunals. ➤ Capacity Building of Members of the ICSI in the field of Tribunal's benches. ➤ Resolution of Practical difficulties faced by the members in the field of Tribunal's benches. ➤ Any other purpose incidental thereto
3	Consultant (ACADEMICS & RESEARCH – STUDIES) No of Post : 02 (01 Taxation) and 01 (Law related subject) as Consultant (on contract basis) Compensation The Consolidate Payout will be in the range of Rs 40,000/- to Rs 50,000/-per month Maximum Age: 40 Years Place of Posting Noida (UP) Period of Engagement The tenure of the position will be for the period of 11 months. The period of engagement may be extended every year upto a period of maximum two more years based on the performance and the requirement. Qualification i) Member of the Institute of Chartered Accountants of India (for Taxation). ii) Member of the Institute of Company Secretaries of India/LLB (for Law related subject) Experience 0-5 years of experience. Work Profile Consultant (Taxation) ➤ Development/updation of study material and various allied and ancillary academic work for Taxation subjects in the CS Course ➤ Interpretation and analysis of provisions of direct and indirect tax laws, applying them to practical and academic contexts in line with the latest amendments ➤ Preparation/vetting of the publications/ academic content/case studies/articles/material on allocated topics relevant to the CS profession ➤ Regular monitoring of economic, regulatory, technological and other developments impacting taxation laws and the CS Curriculum, with recommendations for updates ➤ Contribution in the revision of the syllabus of Company Secretary Course from time to time. ➤ Contribution in the bulletins brought out by the Institute for the knowledge enhancement of the students. ➤ Preparation of Concept Papers, Representations, Suggestions and views to the Regulators ➤ Any other task as may be assigned from time to time. Work Profile Consultant (Law related subjects)

	➤ Development/updation of study material and various allied and ancillary academic work for Law related subjects in the CS Course ➤ Preparation/vetting of the publications/ academic content/case studies/articles/material on allocated topics relevant to the CS profession ➤ Preparation of views and suggestions on Discussion/Consultation Papers/Reports issued by various Ministries & Regulatory Bodies ➤ Regular monitoring of economic, regulatory, technological and other developments impacting general laws and the CS Curriculum, with recommendations for updates ➤ Contribution in the revision of the syllabus of Company Secretary Course from time to time. ➤ Contribution in the bulletins brought out by the Institute for the knowledge enhancement of the students. ➤ Preparation of Concept Papers, Representations, Suggestions and views to the Regulators ➤ Any other task as may be assigned from time to time.
4	Consultant (Examination) at ICSI, Noida (On contractual basis) No of Post : 01 Compensation The Consolidate Payout will be in the range of Rs 40,000/- to Rs 50,000/-per month Maximum Age: 40 Years Place of Posting Noida (UP) Period of Engagement The tenure of the position will be for the period of 11 months. The period of engagement may be extended every year upto a period of maximum two more years based on the performance and the requirement. Qualification Member of the Institute of Company Secretaries of India Experience 0-5 years of Experience. Work Profile ➤ Conduct of meetings ➤ Preparation of agenda and minutes ➤ Any other task as may be assigned from time to time
5	Consultant (Training) at ICSI, Noida (On contractual basis) No of Post : 02 Compensation The Consolidate Payout will be in the range of Rs 40,000/- to Rs 50,000/-per month Maximum Age: 40 Years Place of Posting Noida (UP) Period of Engagement

	The tenure of the position will be for the period of 11 months. The period of engagement may be extended every year upto a period of maximum two more years based on the performance and the requirement. Qualification MBA/PG Degree in commerce/ Economics/Management or Equivalent Experience 2 years of Experience. Work Profile ➤ Coordination with the Regional Offices and Chapters for implementation of short-term trainings and faculty empanelment ➤ Effective implementation of Faculty Empanelment – Coordination with IT. ➤ Coordination with Dte of IT for effective implementation of Guidelines and procedures; ➤ Maintaining of Records and obtaining necessary approvals wherever required ➤ Stakeholder coordination w.r.t long term training ➤ Training Completion related Approvals ➤ Coordination with Dte of IT for effective implementation of Guidelines and procedures; ➤ Maintaining of Records and obtaining necessary approvals wherever required ➤ Other assigned works relating to training directorate
--	--

6	Consultant (ACADEMICS & RESEARCH – PMQ) at ICSI, Noida (On contractual basis) No of Post : 02 Compensation The Consolidate Payout will be in the range of Rs 40,000/- to Rs 50,000/-per month Maximum Age: 40 Years Place of Posting Noida (UP) Period of Engagement The tenure of the position will be for the period of 11 months. The period of engagement may be extended every year upto a period of maximum two more years based on the performance and the requirement Qualification Member of the Institute of Company Secretaries of India Experience 2 -3 years of Experience. Work Profile ➤ Developing certificate course contents ➤ Conducting/Moderating online courses ➤ Drafting of contents or reference material for various courses ➤ Academic inputs for course designing and related to the coverage of the course ➤ Facilitation for conducting online sessions ➤ Conducting/Preparing agenda for various meetings of the Boards/Committee etc. ➤ Response to queries of stakeholders for the courses ➤ Supporting activities for the online courses related to registration, communication, assessment, certification etc. ➤ Any other activity assigned from time to time as per requirement
---	---

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 10.05.2026

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
Joint Director (HR)
The Institute of Company Secretaries of India
Email: hr.dept@icsi.edu
website : www.icsi.edu