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## ADVT. NO. 02/2026 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 01.03.2026)
1.	<b>Joint Director</b> (Infrastructure & Building Maintenance)	(New Delhi / Noida)	01	Level 12 (78800-209200)	19.14	50 years
2.	<b>Joint Director</b> (Corporate Communication)		01			
3.	<b>Deputy Director</b> (HRD)	(New Delhi / Noida)	01	Level 11 (67700–208700)	16.64	40 years
4.	<b>Deputy Director</b> (Academics)		01			
5.	<b>Deputy Director</b> (Liaisoning)		01			
6.	<b>Deputy Director</b> (Student Services)		01			
7.	<b>Deputy Director</b> (Legal)		01			
8.	<b>Assistant Director</b> (Studies)	(New Delhi / Noida)	02	Level 10 (56100–177500)	14.02	40 years
9.	<b>Assistant Director</b> (Academics)		01			
10.	<b>Assistant Engineer</b> (Infrastructure & Building Maintenance)	(New Delhi / Kolkata / Mumbai / Chennai)	04	Level 8 (47600–151100)	11.42	35 years
11.	<b>Executive</b> (Internal Audit)	(Kolkata / Mumbai)	02	Level 8 (47600-151100)	11.42	35 years
12.	<b>Executive</b> (Academics)	(New Delhi / Noida)	02	Level 8 (47600-151100)	11.42	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 **21.03.2026 to 12.04.2026** and the last date for applying Online is **12.04.2026**.

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(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 21.03.2025).
  - **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 01.03.2026.**

(1)	<p><b><u>JOINT DIRECTOR (INFRASTRUCTURE &amp; BUILDING MAINTENANCE)</u></b></p> <p><b>No. of posts : 1</b> (New Delhi / Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 12 (78800-209200) (Gross Salary per annum – Rs. 19.14 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.03.2026): 50 years</p> <p><b>QUALIFICATION</b> B.E / B.Tech in Civil Engineering or equivalent from Government recognized Universities / Institutes</p> <p><b>EXPERIENCE</b> 13 year experience out of which 5 years experience in Senior Executive position</p> <p><b>SKILLS REQUIRED (Desirable)</b></p> <ul style="list-style-type: none"> <li>• Having profound knowledge of technical matters related to infrastructure with specialization in building construction sector.</li> <li>• Strong Communication &amp; Presentation skills.</li> <li>• Deep understanding of Government norms, rules, regulations, policies, statutory laws, procedures, practices, etc. related to acquisition/purchase of premises, building construction, repair, renovation, valuation, disposal/sale of premises.</li> <li>• Proven track record and work experience in buildings construction, project management, infrastructure development, etc. preferably in Govt organizations.</li> <li>• Excellent negotiation and interpersonal abilities to effectively engage with senior leadership, government authorities, vendors, and other stakeholders.</li> </ul> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Leading infrastructure development plans aligned with Institute’s objectives and managing the infrastructural requirements of the HQ and its Regional / Chapter offices pan-India basis.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Handling infrastructure and capital projects from conceptualization to completion, ensuring adherence to timelines, budget and quality benchmarks.</li> <li>• Acquisition / Purchase of land / premises from Govt Authorities / private parties by following due process procedures.</li> <li>• Processing of proposals for Hiring of space on rent at various locations, shifting to other locations and renewal of existing rented spaces.</li> <li>• Planning, Execution, Monitoring and Supervision of all Infrastructure projects including new construction, additional construction to existing buildings, furnishing, repairing, renovation, refurbishing, etc.</li> <li>• Processing the bills for release of payment to various Contractors, PMC Agencies, Architects, Consultants, etc.</li> <li>• Disposal / Sale of premises by following due procedures.</li> <li>• Exploring &amp; Engaging with various Govt / PSU implementing agencies involved in construction works.</li> <li>• Liaisoning with Govt Authorities on pre &amp; post construction activities, with technical know-how &amp; expertise in dealing with Govt officials.</li> <li>• Coordination / Meetings with the Architects, Contractors, Consultants, PMC Agencies, Structural Auditors, prospective bidders, tenderers involved in various projects.</li> <li>• Periodic Site Visits &amp; Site review meetings at various project sites.</li> <li>• Presentation / Reports preparation for various projects.</li> <li>• Preparation of Capital Budget and Revenue Budget.</li> <li>• Preparation of Notice, Notes on Agenda for Meetings of various Infrastructure Committees, Executive Committee and the Council on various matters.</li> <li>• Preparation of Minutes / Action Taken Report (ATR) of the aforesaid Meetings.</li> <li>• Representing / Attending Meetings related to Infrastructure matters of the Institute or on behalf of the Institute</li> <li>• Ensuring proper upkeep &amp; Maintenance of all premises of Institute.</li> <li>• Resolving all the queries, observations, comments etc. of internal as well as external stakeholders related to Infrastructure of the Institute.</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>
(2)	<p><b><u>JOINT DIRECTOR (CORPORATE COMMUNICATION)</u></b></p> <p><b>No. of posts : 1</b> (New Delhi / Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 12 (78800-209200) (Gross Salary per annum – Rs. 19.14 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.03.2026): 50 years</p> <p><b>QUALIFICATION</b>  Post Graduate Degree in Mass Communication / Advertising and Public Relations with 50% marks  “OR”  Graduate Degree in any discipline with 50% marks along with Diploma (of at least 1 year duration) in Mass Communication / Advertising and Public Relations</p> <p><b>EXPERIENCE</b>  13 year experience out of which 5 years experience in Senior Executive position</p>

	<p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Media management and publicity</li> <li>• Organising Press Conference / Print and Electronic media Interviews</li> <li>• Content development / Writing and editing press releases, in-house newsletters, speeches, articles</li> <li>• Telecast of TV/AIR programmes on the CS Course &amp; Profession</li> <li>• Script writing &amp; Production of Corporate Films &amp; Films on Career awareness.</li> <li>• Advertising Campaigns</li> <li>• Designing of Advertisements/ Coordination with Advertising Agencies / Printers / External agencies</li> <li>• Designing and printing of Promotional material/ Brochures</li> <li>• Coordination for Participation in Career Exhibitions/ Production of Exhibition material</li> <li>• Liaison &amp; Meetings with Media, Industry, Ministries, Chambers of Commerce Trade &amp; Industry, Judiciary, Banking, Educational bodies &amp; Foreign Missions in India &amp; abroad etc</li> <li>• Organising Sponsorship &amp; Event Management</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>
(3)	<p><b><u>DEPUTY DIRECTOR (HRD)</u></b></p> <p><b>No. of posts : 01</b> (New Delhi / Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 11 (67700-208700) (Gross Salary per annum – Rs. 16.64 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.03.2026): 40 years</p> <p><b>QUALIFICATION</b></p> <p>MBA / PGDBM/ MSW/ MA (Personnel Management/social work specialization in PMIR) / MHROD or equivalent degree/ Diploma with 50% marks (of at least 2 yrs duration) (with specialization in HR/HRD/Industrial Relation/ Personnel Management)</p> <p><b>EXPERIENCE</b> 9 year experience</p> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Training and Development &amp; Capacity Building <ul style="list-style-type: none"> <li>- Conduct Training Needs Analysis (TNA) across Directorates and offices</li> <li>- Develop and implement Annual Training Plan and Training Calendar</li> <li>- Organize induction, refresher, and specialized training programmes</li> <li>- Organise Management Development Programmes/ skill enhancement programmes</li> <li>- Monitor and evaluate training effectiveness and outcomes</li> </ul> </li> <li>• Learning &amp; Development Systems <ul style="list-style-type: none"> <li>- Develop competency frameworks for various cadres/posts</li> <li>- Implement Learning Management Systems (LMS) and digital learning initiatives.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Promote continuous professional development and certification programmes</li> <li>• Performance Management <ul style="list-style-type: none"> <li>- Assist in design and implementation and monitoring of Performance Management System (PMS)</li> <li>- Facilitate formulation and monitoring of KRAs/KPIs</li> <li>- Analyze performance data and recommend developmental interventions.</li> </ul> </li> <li>• Career Progression &amp; Succession Planning <ul style="list-style-type: none"> <li>- Develop career progression frameworks and policies</li> <li>- Identify high-potential employees and prepare succession plans</li> <li>- Support leadership development initiatives</li> </ul> </li> <li>• Organizational Development (OD) <ul style="list-style-type: none"> <li>- Assist in organizational restructuring and process improvement initiatives</li> <li>- Facilitate change management interventions</li> </ul> </li> <li>• Policy &amp; Compliance <ul style="list-style-type: none"> <li>- Draft HRD policies, guidelines, and standard operating procedures (SOPs) and updation in service Rules.</li> <li>- Ensure compliance with Government guidelines and institutional policies</li> <li>- Prepare notes, agenda items, and reports for Committees/Council</li> </ul> </li> <li>• Employee Engagement &amp; Institutional Development <ul style="list-style-type: none"> <li>- Plan and implement employee engagement and wellness initiatives</li> <li>- Organize seminars, workshops, and knowledge-sharing sessions</li> <li>- Promote a culture of learning and innovation.</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>
(4)	<p><b><u>DEPUTY DIRECTOR (ACADEMICS)</u></b></p> <p><b>No. of posts : 01</b> (New Delhi / Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 11 (67700-208700) (Gross Salary per annum – Rs. 16.64 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.03.2026): 40 years</p> <p><b>QUALIFICATION</b>  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</p> <p><b>EXPERIENCE</b>  9 year experience</p> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Providing academic and strategic inputs for decision-making, policy formulation, and external representation.</li> <li>• Preparing briefs, talking points, and drafts for meetings, conferences, and official events.</li> <li>• Vetting and clearance of documents, articles and communications.</li> </ul>

	<ul style="list-style-type: none"> <li>• Vetting of representations submitted to ministries, regulatory bodies, and other external stakeholders.</li> <li>• Supporting in drafting guidelines, policies, and frameworks for academic and strategic matters.</li> <li>• Monitoring action points, analyzing pending and completed items, and assisting in driving implementation of strategic decisions</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>
(5)	<p><b><u>DEPUTY DIRECTOR (LIAISONING)</u></b></p> <p><b>No. of posts : 01</b> (New Delhi / Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 11 (67700-208700) (Gross Salary per annum – Rs. 16.64 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.03.2026): 40 years</p> <p><b>QUALIFICATION</b> MBA / PGDBM or equivalent degree/ Diploma with 50% marks (of at least 2 year duration)</p> <p><b>EXPERIENCE</b> 9 year experience</p> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Arranging meetings, conferences, and events with the Regulators and external stakeholders.</li> <li>• Coordinating and following up on matters of strategic importance to ensure timely resolution and compliance.</li> <li>• Supporting in preparing briefs, notes, and reports for meetings, consultations, and official engagements.</li> <li>• Facilitating communication and maintaining effective relationships with Directorates, and external agencies.</li> <li>• Monitoring progress on action points, analyzing pending and completed items, and assisting in driving implementation of decisions.</li> <li>• Drafting and vetting official communications, circulars, and liaison-related documents.</li> <li>• Assisting in the preparation of presentations, policy inputs, and reports for submission to regulatory bodies and external institutions.</li> <li>• Maintaining proper records, MIS, of various activities</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>

(6)	<p><b><u>DEPUTY DIRECTOR (STUDENT SERVICES)</u></b></p> <p><b>No. of posts : 01</b> (New Delhi / Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 11 (67700–208700) (Gross Salary per annum – Rs. 16.64 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.03.2026): 40 years</p> <p><b>QUALIFICATION</b></p> <p>A Graduate degree from a recognized University and ACS OR PG degree in Economics / Commerce / Management / Law or equivalent with 50% marks</p> <p><b>EXPERIENCE</b> 9 year experience</p> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Managing student registration, exam enrolment and other Services</li> <li>• Maintenance and analysis of student data</li> <li>• Preparation of agenda and minutes of meetings and tracking ATR of minutes</li> <li>• Student Grievance Redressal</li> <li>• Managing various Scholarship &amp; Concession scheme, Student Education and Fund Trust, student Loan Applications etc.</li> <li>• Monitoring Classroom Teaching Activities (CRT - Centralized Classes) of various chapters and arranging online classes.</li> <li>• Managing Student related Competitions and Conferences of students/educators</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>
(7)	<p><b><u>DEPUTY DIRECTOR (LEGAL)</u></b></p> <p><b>No. of posts : 01</b> (New Delhi / Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 11 (67700–208700) (Gross Salary per annum – Rs. 16.64 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.03.2026): 40 years</p> <p><b>QUALIFICATION</b></p> <p>Degree in Law with 50%</p> <p><b>EXPERIENCE</b> 9 year experience</p> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Handling of legal matters pertaining to Employee's Service Conditions and Disciplinary Proceedings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Drafting, Vetting and Review of ICSI Service Rules, Policies, Employment Contracts, Tenders and Memorandum of Understandings (MOUs).</li> <li>• To review and suggest compliance with applicable laws pertaining to HR department.</li> <li>• To provide Legal opinion/ views/ suggestions on the issues pertaining to Employee's Service Conditions, Disciplinary Proceedings, ICSI Service Rules and Policies.</li> <li>• To represent the Institute in legal proceedings before Tribunals, Courts, Forum and Regulatory Authorities.</li> <li>• Co-ordination and briefing to the Senior Advocates/ Advocates for the legal opinion and for representing in different courts on behalf of the Institute.</li> <li>• To maintain records of litigation and case files.</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>
(8)	<p><b><u>ASSISTANT DIRECTOR (STUDIES)</u></b></p> <p><b>No. of posts : 02</b> (New Delhi / Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 10 (56100–177500) (Gross Salary per annum – Rs. 14.02 lakhs approx.)</p> <p><b>Maximum Age</b> (as on 01.03.2026): 40 years</p> <p><b>QUALIFICATION</b>  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</p> <p><b>EXPERIENCE</b>  7 year experience</p> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Development/updation of study material and various allied and ancillary academic work for the subjects forming part of the curriculum of the Company Secretaries Course</li> <li>• Preparation/vetting of the publications/ academic content / case studies / articles / material on topics covered in the course curriculum and is relevant and contemporary for the profession of Company Secretaries</li> <li>• Regular scanning of economic, regulatory, technological and other aspects that have an impact on CS course curriculum and the profession of Company Secretaries and recommend necessary actions from time to time</li> <li>• Contribution in the revision of the syllabus of Company Secretary Course from time to time.</li> <li>• Contribution in the bulletins brought out by the Institute for the knowledge enhancement of the students.</li> <li>• Co-ordination with other directorates for inter-departmental academic initiatives</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>

**(9) ASSISTANT DIRECTOR (ACADEMICS)**

**No. of posts : 01** (New Delhi / Noida)

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 10 (56100–177500) (Gross Salary per annum – Rs. 14.02 lakhs approx.)

**Maximum Age** (as on 01.03.2026): 40 years

**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**

7 year experience

**JOB CONTENTS (indicative)**

- Undertaking research and developing concrete proposals on new potential areas for the growth and relevance of the profession.
- Assisting in monitoring action points, analyzing pending and completed items, and driving implementation of decisions.
- Maintaining proper records, MIS of various activities
- Preparing talking points, briefs, and drafts for events, meetings, and conferences.
- Vetting and supporting in clearance of office notes to ensure compliance with applicable guidelines of the Institute.
- Drafting and vetting official communications, reports, academic inputs, representations for regulatory bodies and external stakeholders
- Preparation / Vetting of secretarial documents to be filed with the Ministry of Corporate Affairs (MCA) for Section 8 companies promoted by the Institute.
- Facilitating support for meetings of the Council/Committees and various Trusts and Funds of the Institute.
- Supporting the preparation of documents, annual reports, and academic contributions
- Assisting in drafting guidelines, policies, as may be required.
- 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.)

**(10) ASSISTANT ENGINEER (INFRASTRUCTURE & BUILDING MAINTENANCE)**

**No. of posts : 4** (New Delhi / Kolkata / Mumbai / Chennai)

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 8 (47600–151100) (Gross Salary per annum – Rs. 11.42 lakhs approx.)

**Maximum Age** (as on 01.03.2026): 35 years

**QUALIFICATION**

B.E / B.Tech in Civil Engineering or equivalent from Government recognized Universities / Institutes

**EXPERIENCE**

5 year experience

**JOB CONTENTS (indicative)**

- Providing Technical assistance for Acquisition / Purchase of land / premises from Govt Authorities / private parties by following due process procedures.
- Planning, Execution, Monitoring and Supervision of all Infrastructure projects including new construction, additional construction to existing buildings, furnishing, repairing, renovation, refurbishing, maintenance works, etc.
- Assessment & Verification of building drawings, concept plans, cost estimates, structural audit reports, MEP plans, HVAC, electrical, plumbing, fire safety drawings, etc. as per prevalent Govt norms, rules & regulations.
- Scrutiny & Processing the bills for release of payment to various Contractors, PMC Agencies, Architects, Consultants, etc.
- Monitoring day-to-day construction activities on site for ongoing building projects.
- Ensuring proper quality control check as per design specifications & standards for ongoing construction projects.
- Maintaining of proper records including correspondences, reports etc. and technical documentation.
- Ensuring the safe, efficient operation of building systems—HVAC, electrical, plumbing, lift and fire safety—through preventive building maintenance, repairs, and vendor management etc. for all premises of the Institute.
- Conducting inspections and ensure compliance with safety standards for all premises of the Institute.
- Coordination / Meetings with the Architects, Contractors, Consultants, PMC Agencies, Structural Auditors, prospective bidders, tenderers involved in various projects.
- Periodic Site Visits & Site review meetings at various project sites.
- Presentation / Reports preparation for various projects.
- Preparation of Notice, Notes on Agenda for Meetings of various Infrastructure Committees, Executive Committee and the Council on various matters.
- Preparation of Minutes / Action Taken Report (ATR) of the aforesaid Meetings.
- Representing / Attending Meetings related to Infrastructure matters of the Institute or on behalf of the Institute.
- 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.)

**(11) EXECUTIVE (INTERNAL AUDIT)**

**No. of posts : 02** (Kolkata / Mumbai)

**Pay Level as per 7<sup>th</sup> CPC Pay Matrix** : Level 8 (47600-151100) (Gross Salary per annum – Rs. 11.42 lakh approx.)

**Maximum Age** (as on 01.03.2026): 35 years

**QUALIFICATION**

A Graduate degree in Commerce from a recognized University and Membership of ICSI/ICAI/ICAI(Cost)/ Two years full-time Post Graduate Degree / Diploma in Management with specialization in Finance from Government recognized Universities / Institutes

**EXPERIENCE**

Minimum 5 years experience

**JOB CONTENTS (indicative)**

- To ensure timely appointment/re-appointment of Internal Auditors by the respective Regional & Chapter offices as per the ICSI guidelines.
- To ensure timely compliance of GST, TDS and other statutory laws, ICSI Guidelines, Purchase policy, Delegation of Financial Powers etc., at the respective Regional Office & Chapter offices.
- Imparting trainings from time-to-time to the officials of Regional & Chapters Offices regarding compliances of statutory laws & requirements, internal audit, auditor appointment, ICSI Guidelines, Purchase policy, Delegation of Financial Powers etc.
- To conduct frequent audits/surprise visits of the ICSI Offices from time-to-time to verify their records (like maintenance of books of accounts, banking, Investment, Cash management, annual accounts, annual budgets, accounting standards & statutory & other compliances etc.) and submit report.
- Liaisoning with the Internal Auditors of Regional & Chapter Offices for timely submission of the quarterly Internal Audit Reports, review of observations reported, preparing and issuing advisory for compliances.
- Guidance to the Regional & Chapter Offices on audit observations and follow up for taking corrective required action on the observations and seeking Action Taken Report (ATR) accordingly.
- Placing Internal Audit Reports of the Regional and Chapter offices before the Regional Council of the respective Region, preparation of the minutes of the meeting and taking required action as per direction of the Regional Council.
- Co-ordinating with the concerned Directorates at HQ, Region Office or chapters, for compliances of the observations given in the internal audit reports.
- Coordination with Dte. of Internal Audit at HQ related to activities of the Regional & Chapter Offices.
- Having expertise in financial packages Oracle ERP & Tally etc.
- 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.)

<b>(12)</b>	<p><b><u>EXECUTIVE (ACADEMICS)</u></b></p> <p><b>No. of posts : 02</b> (New Delhi / Noida)</p> <p><b>Pay Level as per 7<sup>th</sup> CPC Pay Matrix</b> : Level 8 (47600-151100) (Gross Salary per annum – Rs. 11.42 lakh approx.)</p> <p><b>Maximum Age</b> (as on 01.03.2026): 35 years</p> <p><b>QUALIFICATION</b>  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</p> <p><b>EXPERIENCE</b>  Minimum 5 years experience</p> <p><b>JOB CONTENTS (indicative)</b></p> <ul style="list-style-type: none"> <li>• Assisting in the preparation, vetting, and compilation of agendas and decisions for Council/Committee meetings.</li> <li>• Coordinating with various Directorates for timely inputs, collation of agenda, and Dissemination of extracts of agenda/minutes to various Directorates.</li> <li>• Supporting the conduct of meetings through arrangements for necessary documentation, attendance management, and IT-enabled participation.</li> <li>• Ensuring dissemination of decisions to concerned Directorates and maintaining a structured MIS for agendas and outcomes.</li> <li>• Drafting and maintaining official records including minutes, circular resolutions, and action taken reports (ATRs).</li> <li>• Ensuring systematic follow-up on ATRs and supporting the effective monitoring and implementation of Council decisions.</li> <li>• Assisting in preparation and verification of reports, declarations, and other official documents related to Council affairs.</li> <li>• Contributing to the preparation of the Annual Report by coordinating with relevant Directorates.</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>
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**CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 12<sup>th</sup> April, 2026**

1	<p><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,</p>
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	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> 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	<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.
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>

**(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 :

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)