



**Vision**

"To be a global leader in promoting good corporate governance"

**Motto**

सत्यं वद। धर्मं चर। इष्टकारं कुरु। तपते। बोधेते ह्यु कुरु।

**Mission**

"To develop high calibre professionals facilitating good corporate governance"

## ICSI Mega Placement Drive – II, 2024

### for Young Members

## ICSI - MEGA PLACEMENT DRIVE - II, 2024

Dear Members,

Greeting from the Institute of Company Secretaries of India!!!

Mega Placement Drive has become the core Placement Support activity for our Members who are looking forward to be Young Professionals making a mark in Indian Economy. The Mega Placement Drive has, off lately, evolved into one of the important bi-annual activity of the Institute.

The Institute keeps dedicating its energies towards supporting the new members by providing suitable platform to find appropriate employment opportunities. Accordingly, the Institute is organizing Mega Placement Drives in every region of ICSI twice in a year for recruitment of Company Secretary in various Corporates and Practising Company Secretaries firms.

The Company Secretaries who got their ACS membership on or after 31<sup>st</sup> July, 2023 till 15<sup>th</sup> November, 2024 ("Eligible Members") are eligible to participate in this drive.

### Region wise schedule of ICSI Mega Placement Drive – II (2024) :

Date & Day of Interview	Venue for Mega Placement Drive - II	Placement Coordinator and Contact Person
<b>SIRO (SOUTHERN INDIA REGIONAL OFFICE)</b>		
23 <sup>rd</sup> November, 2024, (Saturday)	ICSI Southern India Regional Office, No. 9, Wheat Crofts Road, Nungambakkam Chennai – 600 0034	Sh. Ashok Kumar Dixit, Regional Director – SIRC Sh. C. Murugan, Executive (Admn.) Ph: 044 – 28279898/ 28268685; (M) 9443796311 E-mail : siro@icsi.edu; chelliah.murugan@icsi.edu
<b>EIRO (EASTERN INDIA REGIONAL OFFICE)   ICSI - CCGRT, KOLKATA</b>		
23 <sup>rd</sup> November, 2024, (Saturday)	ICSI - CCGRT, Kolkata Action Area II, New Town (Near Newtown Coffee House) Kolkata - 700 135	Sh. Ankur Yadav, Regional Director- EIRC Sh. Sumanta Dutta , Executive Assistant Ph: 033 – 35033800; (M) 82923 98669 E-mail: ccgrrt.kolkata@icsi.edu; sumanta.dutta@icsi.edu
<b>ICSI - CCGRT, MUMBAI</b>		
27 <sup>th</sup> November, 2024, (Wednesday)	ICSI-CCGRT, Mumbai Plot No.101, Sector-15, Institutional Area, CBD Belapur Navi Mumbai - 400 614	Sh. Amit Kumar Ghosal, Director & Head of CCGRT, Mumbai Ms. Kavita Chavan, Assistant Director Ph: 022 - 4102 1547/03; (M): 9372688937
<b>WIRO (WESTERN INDIA REGIONAL OFFICE)</b>		
06 <sup>th</sup> December, 2024, (Friday)	ICSI Western India Regional Office, 13, 56, 57 Jolly Maker Chambers No. II, Nariman Point, Mumbai - 400 021	Dr. Nikhat Khan, Regional Director - WIRC Ms. Vimala Jogadia, Senior Executive Assistant Ph: 022 - 61307923; (M) 81084 23236 E-mail: wiros@icsi.edu; vimala.jogadia@icsi.edu

Date & Day of Interview	Address of Regional Offices	Placement Coordinator and Contact Person
<b>ICSI – CCGRT, HYDERABAD</b>		
07 <sup>th</sup> December, 2024, (Saturday)	ICSI - CCGRT, Hyderabad Survey No.1, Genpact Rd, Nr Mallikarjunaswamy Temple, IDA Uppal, Hyderabad, Telangana 500 039	Sh. Kailash Chander Kaushik, Director - CCGRT, HYD Sh. Ajay Sharma, Deputy Director Ph: 040-27177722; (M) 95556 40533 E-mail: ccgrt.hyderabad@icsi.edu; ajay.sharma@icsi.edu
<b>NIRO (NORTHERN INDIA REGIONAL OFFICE)</b>		
14 <sup>th</sup> December, 2024, (Saturday)	ICSI - NIRC Building, Plot No. 4, Prasad Nagar Institutional Area, New Delhi - 110 005	Sh. Saurabh Jain, Regional Director - NIRC Smt. Harvinder Kaur, Assistant Director Ph: 011- 4934 3002/3006; (M) 98116 06960 E-mail: niro@icsi.edu; harvinder.kaur@icsi.edu

### MODALITIES:

1. In case of higher number of applications, only shortlisted candidates shall be called & allowed to participate in Placement Drive.
2. Shortlisted candidates to report sharp at 8:30 AM at the stipulated venue on the day of the Drive for Registrations. After Registrations, Interview Skill Development Module (ISDM) will be provided by the professional Corporate Trainer/Senior HR Personnel/Senior CS to elaborate on how to face the interview.
3. Candidates are strictly advised to wear smart formals on the day of Interview and to carry 10 to 15 clear copies of their CV/ Resume and a set of copies of their Academic / Professional Certificates.
4. Prior registration is must for participation in the **ICSI Mega Placement Drive - II, 2024**.
5. Eligible members are required to pay a registration fee of **Rs. 500/-** (REFUNDABLE) for participating in Mega Placement Drive, which shall be refunded in full to those candidates who have appeared in the Mega Placement Drive.
6. Eligible members to apply through the following link:

<https://www.icsi.edu/placement/megaplacementdriveii2024>

Placement opportunities are open for All India basis, hence eligible Members from any part of the country can participate in Mega Placement Drive organised by any Region/ CCGRT of the ICSI.

For further details and queries the Candidates may contact the respective Regional offices/ ICSI CCGRTs or write to [placement@icsi.edu](mailto:placement@icsi.edu)

**CS B Narasimhan**  
President, The ICSI

**CS Dhananjay Shukla**  
Vice President, The ICSI

**CS Manoj Kumar Purbey**  
Council Member & Chairman,  
Placement Committee, The ICSI

**CS Asish Mohan**  
Secretary, The ICSI



**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)

Headquarters

ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110003

tel 011 – 4534 1000 fax +91-11-2462 6727 email info@icsi.edu

Connect with ICSI

[www.icsi.edu](http://www.icsi.edu) | | Online helpdesk : <http://support.icsi.edu>



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)

**Vision**

"To be a global leader in promoting good corporate governance"

**Motto**

सत्यं वद। धर्मं चर। इष्टकारं कुरु। तृप्तये तेषु कुरु।

**Mission**

"To develop high calibre professionals facilitating good corporate governance"



## ICSI Mega Placement Drive - II, 2024 for Young Members

Dear Sir/Madam,

Greeting from the Institute of Company Secretaries of India !

The ICSI has its Headquarter in New Delhi and has a nationwide presence with four Regional Offices in New Delhi, Chennai, Kolkata and Mumbai, 73 Chapter Offices spread all across the country and Centre for Corporate Governance, Research and Training (CCGRT) in Mumbai, Hyderabad and Kolkata. The Institute also has Six Overseas Centres at Australia, Canada, Singapore, UAE, UK and USA. With over 72,000 Members and around 200,000 Students, the ICSI has the largest membership and student base of Company Secretaries in the world.

As per Section 203 of Companies Act 2013 read with Rule 8 & 8A of the Companies (Appointment and Remuneration of Managerial Personal) Rules, 2014, it is necessitated that every listed company and every other public company having paid up capital of Rs. 10 crores or more to appoint the Company Secretary as a Key Managerial Personnel (KMP). A Company other than a company covered under rule 8 which has a paid up share capital of Rs. 10 Crore or more shall have a whole-time Company Secretary.

The Institute regularly organizes Mega Placement Drives in every region of ICSI and one such Mega Placement Drive is being organized in November – December, 2024 in a planned and coordinated manner for recruitment of Company Secretaries.

The Institute invites your esteemed organization to participate in the ICSI Mega Placement Drive - II, for recruiting Company Secretary for your organization.

**Region wise schedule of Mega Placement Drive – II (2024):**

Date & Day of Interview	Venue for Mega Placement Drive - II	Placement Coordinator and Contact Person
<b>SIRO (SOUTHERN INDIA REGIONAL OFFICE)</b>		
23 <sup>rd</sup> November, 2024, (Saturday)	ICSI Southern India Regional Office, No. 9, Wheat Crofts Road, Nungambakkam Chennai – 600 0034	Sh. Ashok Kumar Dixit, Regional Director – SIRC Sh. C. Murugan, Executive (Admn.) Ph: 044 – 28279898/ 28268685; (M) 9443796311 E-mail : siro@icsi.edu; chelliah.murugan@icsi.edu
<b>EIRO (EASTERN INDIA REGIONAL OFFICE)   ICSI - CCGRT, KOLKATA</b>		
23 <sup>rd</sup> November, 2024, (Saturday)	ICSI - CCGRT, Kolkata Action Area II, New Town (Near Newtown Coffee House) Kolkata - 700 135	Sh. Ankur Yadav, Regional Director- EIRC Sh. Sumanta Dutta , Executive Assistant Ph: 033 – 35033800; (M) 82923 98669 E-mail: ccgrt.kolkata@icsi.edu; sumanta.dutta@icsi.edu
<b>ICSI - CCGRT, MUMBAI</b>		
27 <sup>th</sup> November, 2024, (Wednesday)	ICSI-CCGRT, Mumbai Plot No.101, Sector-15, Institutional Area, CBD Belapur Navi Mumbai - 400 614	Sh. Amit Kumar Ghosal, Director & Head of CCGRT, Mumbai Ms. Kavita Chavan, Assistant Director Ph: 022 - 4102 1547/03; (M): 9372688937 E-mail: ccgrt@icsi.edu; kavita.chavan@icsi.edu

Date & Day of Interview	Venue for Mega Placement Drive - II	Placement Coordinator and Contact Person
<b>WIRO (WESTERN INDIA REGIONAL OFFICE)</b>		
06 <sup>th</sup> December, 2024, (Friday)	ICSI Western India Regional Office, 13, 56, 57 Jolly Maker Chambers No. II, Nariman Point, Mumbai - 400 021	Dr. Nikhat Khan, Regional Director - WIRC Ms. Vimala Jogadia, Senior Executive Assistant Ph: 022 - 61307923; (M) 81084 23236 E-mail: wiro@icsi.edu; vimala.jogadia@icsi.edu
<b>ICSI – CCGRT, HYDERABAD</b>		
07 <sup>th</sup> December, 2024, (Saturday)	ICSI - CCGRT, Hyderabad Survey No.1, Genpact Rd, Nr Mallikarjunaswamy Temple, IDA Uppal, Hyderabad, Telangana 500 039	Sh. Kailash Chander Kaushik, Director - CCGRT, HYD Sh. Ajay Sharma, Deputy Director Ph: 040-27177722; (M) 95556 40533 E-mail: ccgrt.hyderabad@icsi.edu; ajay.sharma@icsi.edu
<b>NIRO (NORTHERN INDIA REGIONAL OFFICE)</b>		
14 <sup>th</sup> December, 2024, (Saturday)	ICSI - NIRC Building, Plot No. 4, Prasad Nagar Institutional Area, New Delhi - 110 005	Sh. Saurabh Jain, Regional Director - NIRC Smt. Harvinder Kaur, Assistant Director Ph: 011- 4934 3002/3006; (M) 98116 06960 E-mail: niro@icsi.edu; harvinder.kaur@icsi.edu

The Company Secretaries who got their ACS membership on or after on or after 31<sup>st</sup> July, 2023 till 15<sup>th</sup> November, 2024 shall participate in the drive.

**MODALITIES:**

1. You are requested to kindly register through the link <https://forms.gle/s38Bpq1wJDbccVhQ9> to participate in the Placement Drive.
2. Placement process would start at 10:00 AM on the scheduled date. The allotted slot would be intimated to you by the respective ICSI Regional Offices after receipt of your confirmation for participation in the ICSI MEGA PLACEMENT DRIVE - II. Allotment of time slot to organizations would be based on availability and sole discretion of the Institute.
3. The participating Companies/ Firms are required to send the offer of appointment to the Candidate through the Institute only. The Companies/ Firms participating in the Placement Drive are required to submit the list of shortlisted candidates in the format given by ICSI, duly signed on the same day of drive.
4. On Spot offers would be highly solicited.
5. No TA/DA would be paid to organizations.
6. For details contact: 0120 - 4082124 ; E-mail: placement@icsi.edu

**CS B Narasimhan**  
President, The ICSI

**CS Dhananjay Shukla**  
Vice President, The ICSI

**CS Manoj Kumar Purbey**  
Council Member & Chairman,  
Placement Committee, The ICSI

**CS Asish Mohan**  
Secretary, The ICSI



**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)

**Headquarters**

ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110003  
tel 011 – 4534 1000 fax +91-11-2462 6727 email info@icsi.edu