



# 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)

### **ANNOUNCEMENT**

#### **EMPANELMENT OF FACULTIES/TRAINER FOR VARIOUS TRAINING PROGRAMS IN ICSI**

Visiting Faculties/Guest Faculties/ Corporate Trainers /Leaders from Industries  
and Academia

#### **About the Institute of Company Secretaries of India**

The Institute of Company Secretaries of India (ICSI) is a premier professional body set up under an Act of Parliament, i.e., Company Secretaries Act, 1980, for the regulation and development of the profession of Company Secretaries in India. It functions under the jurisdiction of Ministry of Corporate Affairs, Government of India. The Institute, being a pro-active body, focuses on best and top-quality education to students of Company Secretaries Course and best quality set standards for CS members. The Institute has over 58,000 members and about 3 lakhs students on its role.

#### **Objective**

The Student of the Institute besides passing the examination are also required to undergo various training programme. It has been a constant endeavour on the part of the Institute to provide better and diversified learning opportunities and practical exposure to the students through training programme. ICSI intends to have a pool of Academicians, corporate trainers, Industry leaders and Professionals for various training program. Hence, the Institute look forward to empanelment of the faculties in various domain having adequate academic, Professional, and industry experience, who can contribute in developing various training modules, delivers lecture, share their success stories for enhancing the knowledge and skills of our CS students.

#### **Scope of Work**

- To take sessions in various training programme of ICSI in all major cities in India.
- Review and developing training modules from time to time
- To share the best training methodology followed internationally.
- To be the Master Trainer/ resource person for Training of Trainer.
- Capacity building of the students to be the future professionals.

- Any other related assignment as may be required

### Eligibility Criteria for Trainers

	<b>Name of the training Programmes</b>	<b>Qualification</b>	<b>Experience/Eligibility</b>
<b>A )</b>	Executive development Program (EDP),	ACS/FCS/ MBA/M.Com/ M.A. Eco/LLB/LLM/Member of any other professional Institution	Having at least five years of experience as:- <ul style="list-style-type: none"> <li>• Corporate trainer on personality development, soft skills and organisational behaviour</li> <li>Life skill coach</li> <li>• Motivational Speaker</li> <li>• Communication Experts</li> <li>• Image Building Trainer</li> <li>• Faculty of leading B Schools</li> <li>• Faculty of Law Schools</li> <li>• IT professionals and faculties from Industries and academic institutions.</li> <li>• Whole time company secretary in employment</li> <li>• Company Secretary in Practice</li> <li>• Practicing Advocates/Chartered Accountants/CMA</li> <li>• CEO / CFO / MD of Companies</li> </ul>
	Induction Program for students		
	Orientation Program for students,		
<b>B)</b>	e-governance program IT Skills	B. Tech IT /M. Tech IT /MCA/ACS/FCS//Member of any other professional Institution	
<b>C)</b>	Skill Development Training,	ACS/FCS /MBA/ LLB/LLM/Member of any other professional Institution / /Ph.D.	Having at least seven years' experience as <ul style="list-style-type: none"> <li>☐ Corporate trainer on personality development, soft skills and organisational behaviour</li> <li>Life skill coach</li> <li>☐ Motivational Speaker/Industry leaders</li> </ul>
	Entrepreneurship Development Training		
	Management Skill Orientation Programme,(MSO P		
	) Residential		

	Training Programme		<ul style="list-style-type: none"> <li>• Communication Experts</li> <li>• Image Building Trainer</li> <li>• Faculty from leading B Schools/Colleges/Universities</li> <li>• Faculty from Law Schools</li> <li>• Faculties of foreign universities</li> <li>• IT professionals and faculties from Industries and academic institutions.</li> <li>• Company Secretaries</li> <li>• Advocates</li> <li>• Chartered Accountants</li> <li>• Cost and Management Accountant</li> <li>• Faculties from reputed colleges and universities on related areas</li> <li>• Associate Professors / Readers</li> <li>• CEO / CFO / MD of Companies</li> </ul>
<b>D)</b>	Train to Trainers Programme	FCS/ACS MBA/ /LLB/LLM/Ph.D/Member of any other professional Institution	<p>Having at least 10 years of experience as</p> <ul style="list-style-type: none"> <li>• Industry and corporate experts</li> <li>• Teaching and research experience</li> <li>• Expertise in development and design of the training Program at various level</li> <li>• As a master trainer and resource person for various training, advocacy and capacity building program.</li> <li>• CEO / CFO / MD of Companies</li> </ul>

### **Disqualifications**

A person shall not be eligible for appointment as a faculty, if:

- a) He is of unsound mind and stands so declared by a competent court.
- b) He has been convicted by a court of any offence, whether involving moral turpitude or otherwise, and sentenced in respect thereof to imprisonment for not less than six months and a period of three years has not elapsed from the date of expiry of the sentence.
- c) An Order issued by the Institute of Company Secretaries of India implicating the member for professional misconduct or other misconduct under the provisions of the Company Secretaries Act 1980 read with The Company Secretaries (Procedure of investigations of Professional and other misconduct and conduct of cases) Rules 2007 and a period of three years has not elapsed from the date of expiry of the Order.

### **How to apply**

Interested candidates may apply online through ICSI Website. However, one faculty cannot apply more than two categories of Training Programme. The portal shall reopen after 06 months for fresh nomination.

### **Selection Process**

- The Institute shall invite applications by uploading the advertisement on its website.
- The interested candidates may apply online against the advertisement.
- After scrutiny of applications, Resource Persons may be selected by the institute, as per requirements.
- The name of the selected applicant shall be added in the Institute trainers Directory.

### **Honorarium**

The honorarium of the training program depends on the kinds of the training. It varies from training to training. The empanelled faculties shall be paid honorarium based on the actual sessions taken and in accordance with the norms of ICSI.

### **Terms of empanelment**

- These Guidelines shall be effective from 01<sup>st</sup> July 2019 and remain in force until further reviewed by the Institute.
- The empanelment is tentative and it shall be continued based on the feedback received from the participants in the Training program. It shall be reviewed from time to time and shall be renewed accordingly.
- There shall be no repetition of the faculties in more than one level.
- The Institute may relax any of these Guidelines in deserving cases.
- It may discontinue the panel of Resource Persons for training purposes/ these Guidelines at any time without any notice.
- Empanelment is not binding on the Institute.

- Institute reserves the right to allocate the work among Resource Persons as per the requirements.
- Decision of the Institute is final in all respects

Click here to Apply : <http://www.icsi.in/emptraining/Registration.aspx>

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