



**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। इष्टं कुरु त्वत्कर्म। कर्मणो ह्यु त्तेह कुरु।

Mission

"To develop high calibre professionals facilitating good corporate governance"

ICSI Mega Placement Drive - II, 2025 for Young Members

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 late, 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 01st July, 2024 ("Eligible Members") are eligible to participate in this Drive.

SCHEDULE OF ICSI MEGA PLACEMENT DRIVE – II (2025)

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 9:00 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, 2025.
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/megaplacementdrivell2025>

Date & Day of Mega Placement Drive - II

29th November, 2025, (Saturday)

Placement Coordinator and Contact Person

Sh. Amit Kumar Ghosal, Regional Director- EIRC

Sh. Sumanta Dutta, Executive Assistant

Ph: 033 – 35033800; (M) 82923 98669

E-mail: ccgrt.kolkata@icsi.edu; sumanta.dutta@icsi.edu

Venue for Mega Placement Drive - II

ICSI - CCGRT, Kolkata

Action Area II, New Town

(Near Newtown Coffee House)

Kolkata – 700 135



For further details and queries the Candidates may contact the respective Regional Offices/ ICSI CCGRTs or write to placement@icsi.edu.

CS Dhananjay Shukla
President, ICSI

CS Pawan G. Chandak
Vice President, ICSI

CS Suresh Pandey
Council Member & Chairman
Placement Committee, The ICSI

CS Asish Mohan
Secretary, ICSI

CS Anuj Saraswat
Chairman, EIRC of ICSI

Connect with ICSI

www.icsi.edu



Online helpdesk : <http://support.icsi.edu>



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ICSI Mega Placement Drive – II, 2025 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 Personnel) 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, 2025 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, 2025 for recruiting Company Secretary for your organization.

REGION WISE SCHEDULE OF MEGA PLACEMENT DRIVE - II (2025):

Date & Day of Interview	Venue for Mega Placement Drive - II	Placement Coordinator and Contact Person
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SIRO (SOUTHERN INDIA REGIONAL OFFICE)

04 th November, 2025 (Tuesday)	ICSI Southern India Regional Office, No. 9, Wheat Crofts Road, Nungambakkam Chennai – 600 0034	Sh. Ankur Yadav, Regional Director – SIRC Sh. C. Murugan, Assistant Director Ph: 044 - 28279898/ 28268685; (M) 94437 96311 E-mail: siro@icsi.edu ; chelliah.murugan@icsi.edu
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ICSI - CCGRT, MUMBAI

07 th November, 2025 (Friday)	ICSI - CCGRT, Mumbai Plot No.101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai - 400 614	Dr. Nikhat Khan, Director & Head of CCGRT, Mumbai Ms. Kavita Chavan, Assistant Director Ph: 022- 4102 1547/ 1503; (M): 93726 88937 E-mail: ccgrt@icsi.edu ; kavita.chavan@icsi.edu
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NIRO (NORTHERN INDIA REGIONAL OFFICE)

08th November, 2025
(Saturday)

ICSI – NIRC Building,
Plot No. 4, Prasad Nagar Institutional
Area,
New Delhi – 110005

Sh. Ashvini Kumar Srivastava, Regional Director – NIRC
Smt. Harvinder Kaur, Assistant Director
Ph: 011- 4934 3029; (M) 98116 06960
E-mail: niro@icsi.edu; harvinder.kaur@icsi.edu

ICSI – CCGRT, HYDERABAD

12th November, 2025
(Wednesday)

ICSI – CCGRT, Hyderabad
Survey No.1, Genpact Rd,
Nr Mallikarjunaswamy Temple, IDA Uppal,
Hyderabad – 500 039 Telangana

Sh. DVNS Sarma, Director – CCGRT, HYD
Sh. Ajay Sharma, Deputy Director
Ph: 040 – 27177722 ; (M) 95556 40533
E-mail: ccgrt.hyderabad@icsi.edu; ajay.sharma@icsi.edu

WIRO (WESTERN INDIA REGIONAL OFFICE)

22nd November, 2025
(Saturday)

ICSI Western India Regional Office,
13, 56, 57 Jolly Maker Chambers No. II,
Nariman Point, Mumbai – 400021

Shri Kailash Kaushik, Regional Director – WIRC
Smt. Bhavna Naresh Rakte, Sr. Executive Assistant
Ph: 022 – 61307921; (M) 8655080589
E-mail: wiro@icsi.edu; bhavna.rakte@icsi.edu

EIRO (EASTERN INDIA REGIONAL OFFICE) | ICSI – CCGRT, KOLKATA

29th November, 2025
(Saturday)

ICSI – CCGRT, Kolkata
Action Area II, New Town
(Near Newtown Coffee House)
Kolkata – 700 135

Sh. Amit Kumar Ghosal, Regional Director– EIRC
Sh. Sumanta Dutta, Executive Assistant
Ph: 033 – 35033800; (M) 82923 98669
E-mail: ccgrt.kolkata@icsi.edu; sumanta.dutta@icsi.edu

The Company Secretaries who got their ACS Membership on or after 1st July, 2024 shall be participating in the drive.

MODALITIES:

1. You are requested to kindly register through the link <https://forms.gle/mtUmf2MRpuzj182a6> 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.
4. 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.
5. On Spot offers would be highly solicited.
5. No TA/DA would be paid to organizations.

For further details and queries, please contact the respective Regional offices/ ICSI CCGRTs or write to placement@icsi.edu

For details contact: 0120 – 4082124 / 2104; E-mail: placement@icsi.edu

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President, ICSI

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Council Member & Chairman
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