



**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)

PLACEMENT CELL, ICSI

Recruitment of Company Secretary (CS)

Vacancies for CRC Executive (on Contract) in Central Registration Centre, Manesar through ICSI

In accordance to the understanding between the Ministry of Corporate Affairs and ICSI for deployment of Resources on contract by ICSI at the "Central Registration Centre" for processing of Company "Name Availability" (RUN) and "Incorporation" (SPICE) forms, The Institute of Company Secretaries of India (ICSI) invites applications for the following post (on contractual basis) at Central Registration Centre, Corporate Bhawan, IICA, Manesar, near Gurgaon (Haryana):

CRC EXECUTIVES :

No. of Posts : 50

[Manesar, near Gurgaon (Haryana)]

AGE (as on 01.09.2019) : Maximum Age 32 years

CONSOLIDATED PAYOUT

The Consolidated payout will be in the range of Rs.33, 000/- to Rs.40, 000/- per month

PERIOD OF CONTRACT:

1 (one) year on contractual basis with an option with ICSI for renewal upto a period of further 2 (two) years.

QUALIFICATION:

Member of the Institute of Company Secretaries of India

EXPERIENCE:

Preference shall be given to the candidates having a post qualification experience of **One to Two years** and **more than two years**. Only in case where there is no candidate found left with of one to two years and more than two years of post-qualification experience, shall candidates having post qualification experience of up to one year be considered.

(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience)

JOB CONTENTS:

Processing of name reservation application Company Incorporation e-Forms and any other related work

METHOD OF APPLYING:

Interested candidates should apply online by clicking on [HTTP://WWW.ICSI.EDU/CAREER](http://www.icsi.edu/career).

Please note that the Institute will consider only ONLINE applications through the web site.

For any clarification you may write to gaurav.mehta@icsi.edu.

(LAST DATE FOR SUBMISSION OF APPLICATION : 25th September, 2019)