



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)

IMPORTANT ANNOUNCEMENT FOR MEMBERS

Empanelment of General Observers (GO) for CS Examinations June, 2024

The Institute conducts Company Secretary Examinations twice in a year in the month of June and December at various Examination Centres across India and abroad. Local Members of the Institute in the cities of Examination Centres are deputed as General Observer to oversee and ensure smooth conduct of the CS Examinations.

The Institute invites interested members to empanel themselves as General Observers for the CS Examinations, June, 2024 scheduled to be held from 02nd June 2024 to 10th June 2024 at various Examination Centres across India and abroad.

Interested members of ICSI fulfilling the eligibility criteria set by Institute are requested to empanel themselves for General Observer duty for CS Examination, June, 2024 through ICSI Observer Portal i.e. <https://observer.icsi.edu>.

Empanelment requests received through other modes except ICSI observer portal will not be considered in any manner.

Empanelment of General Observers through ICSI Observer portal i.e. <https://observer.icsi.edu> will remain open from 19th April 2024 to 06th May 2024 for the members of ICSI.

It may be noted that the empanelment of members as General Observer will be valid only for the session applied for and members are required to empanel themselves afresh for each session of CS Examinations.

For eligibility criteria and other details, please visit ICSI Observer Portal (<https://observer.icsi.edu>).

G.H. Ramana
Joint Director (Examinations)

Disclaimer: Actual allocation of duty as General Observer in the CS Examinations would be at sole discretion of the Institute and the decision of institute will final. Institute reserves rights for deputing General Observers from among the persons empanelled or otherwise. Empanelment as General Observer shall not give any right to any one in any manner.

AS GENERAL OBSERVER

1. Members who apply for empanelment should ensure that they have active membership as on the date of empanelment.
2. Credentials in relation to CS Observer Portal shall be responded only on email and Mobile number which is provided in the Membership data at the Membership Portal. If any changes in the email and /or Mobile number, please update the same in the Membership Portal prior to empanel as General Observer.
3. Honorarium @ Rs.1400 (Rs. One Thousand Four Hundred only) per day will be paid for the duty as General Observer. No other allowance shall be payable.
4. Please ensure that all the correct and updated information as per your knowledge and belief is filled in the Empanelment Form at CS Observer Portal.

BRIEF ROLE OF GENERAL OBSERVER

1. General Observer should reach the Examination Centre at least one hour before the commencement of examination on each day of the duty and must remain present throughout the course of examination till answer books for the day are despatched.
2. To check/observe that the examinations are conducted as per the instructions/guidelines of the institute.
3. In case of any instance of deviation/non-observance of any instructions/guidelines of the Institute, the same shall be reported to the Superintendent of Examinations in the first instance and on persistence of the same, it should be reported to the Institute as per escalation matrix and shall be included the daily report of General Observer.
4. General Observer shall be required to follow all the instructions and guidelines issued by the Institute from time to time.

**ELIGIBILITY CRITERIA FOR GENERAL OBSERVER FOR CS
EXAMINATION, JUNE - 2024**

1. Applicant must be a member of the Institute as on date and none of his/her relative(s)* as defined below, is appearing in the Company Secretaries Examinations - June 2024 at any examination centre(s) in India or Abroad.
2. Applicant's age, as on date, shall be more than 25 years and not more than 65 years on the date of application and his/her membership in Institute should be more than 3 years old without any break.
3. None of his/her trainee(s) is appearing for CS Examination – June 2024 from the examination centre(s) where the applicant is desirous to be appointed as General Observer.
4. Applicant should not be appearing in any of the Examinations conducted by ICSI including Post Membership Qualification Examinations.
5. Applicant should not be associated in any manner with Oral Tuition Classes conducted by Regional offices/Chapters of the Institute for the CS examinations.
6. Applicant should not be associated with any private coaching centre(s) conducting classes of CS course or Study Center(s) of ICSI.
7. Applicant should not be a Counsellor of the Institute.
8. No disciplinary/criminal proceedings are pending against the applicant in any Court of Law/Institute/Tribunal in India and Abroad.

***DEFINITION OF RELATIVE:** THE TERM "RELATIVE" FOR THE PURPOSE OF EXAMINATION SHALL INCLUDE IN RELATION TO AN INDIVIDUAL, THE WIFE, HUSBAND, SON, DAUGHTER, FATHER, MOTHER, DAUGHTER-IN-LAW, SON-IN-LAW, GRANDSON, GRAND DAUGHTER, BROTHER, BROTHER'S WIFE, BROTHER'S SON, BROTHER'S DAUGHTER, SISTER, SISTER'S HUSBAND, SISTER'S SON, SISTER'S DAUGHTER, WIFE'S BROTHER, WIFE'S SISTER, HUSBAND'S BROTHER, HUSBAND'S SISTER AND THEIR CHILDREN AND ANY OTHER DEPENDENTS/PERSON RESIDING WITH HIM/HER INCLUDING THE TRAINEE STUDENT UNDERGOING TRAINING UNDER HIM/HER.

Disclaimer: Actual allocation of duty as General Observer in the CS Examinations would be at the sole discretion of the Institute and the decision of the Institute shall be final. Institute reserves rights for deputing General Observers from among the persons empanelled or otherwise. Empanelment as General Observer shall not give any right to any one in any manner.