



### Placement Portal

The portal provides free of cost online platform for Corporates seeking CS and Members seeking jobs. Corporates looking for Company Secretaries can register themselves and post their requirements through the placement portal.

Members searching for jobs can apply directly to the Corporates. The portal will work "24X7" for the benefit of Corporates and Members of the Institute.

Members of ICSI	Recruiting Organisation	Advertisers for Display Advertisement
<p><b>Steps:</b></p> <p>Open ICSI Portal <a href="http://www.icsi.edu">www.icsi.edu</a></p> <p>Click on Online Services (Right Top link)</p> <p>Click on Members Tab</p> <p>Login In into the Portal by using your Membership type + Membership Number and Password</p> <p>Click Members Option (from top menu)</p> <p>Click My Account</p> <p>Select Members Placement</p> <p>Join Placement Services</p> <p>View the vacancies through "Members Placement" the vacancies posted by Recruiting Organisation</p> <p>Check details which will go to the Recruiting Organisation and upload CV and apply (May also add experience while applying against a vacancy )</p>	<p><b>Steps:</b></p> <p>Open ICSI Portal <a href="http://www.icsi.edu">www.icsi.edu</a></p> <p>Click on Online Services (Right Top link)</p> <p>Click on Companies (from top Menu)</p> <p>Click on Companies Registration (one time process)</p> <p>Fill in the form and submit</p> <p>An email with User credentials and password shall be received by the organisation once the same is approved by the Placement cell in ICSI</p> <p>Use the User name and Password to Log In</p> <p>Click Companies &amp; Company Account</p> <p>Click Placement and Add Job</p> <p>The job will be posted on the portal for members</p> <p>Recruiting organisation after login can view and access the profile of Member who have applied for the job against the posted vacancy through "Company Account" and thereafter "Manage Application"</p> <p>In case the Recruiting organisation desires to go for Paid Display Advertisement. Use Company (top menu) and Place Advertisement tab</p>	<p><b>Steps:</b></p> <p>Open ICSI Portal <a href="http://www.icsi.edu">www.icsi.edu</a></p> <p>Click on Online Services (Right Top link)</p> <p>Advertisers can first register their Companies as per the previous column or Use the Link companies and Place Advertisement</p>