



# 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)

### ATTENTION STUDENTS!!

Date: 25-08-2024

<b>IMPORTANT ANNOUNCEMENT FOR DECEMBER, 2024 EXAMINATION</b>		
1	Start date for enrolment, Addition of Module, Claiming exemption on the basis of Higher qualification)	26th August, 2024
2	Last date of Submission of enrollment , Addition of module (Without Late Fee)	25th September, 2024
3	Last date of Submission of enrollment , Addition of Module (With Late Fee)	10th October, 2024
4	Last date to apply for Exemption on the Basis of Higher Qualification	10th October, 2024
5	Enrollment Services (Change of Centre /Module /Medium /Optional subject/ Cancellation of Exemption Request(/ Re-submission of Call For Documents for granting Exemption on the Higher Qualification)	20 <sup>th</sup> November, 2024
<b>EXAMINATION FEE</b>		
	Stage / Course	Examination Fee (Rs.)
1	Executive Programme	1500/= Per Module/Group
2	Professional Programme	1800/= Per Module/Group
3	Late Fee (for all Stages)	250/=
4	Change of Centre /Module /Medium/Optional subject	250/=Each change(s)
<b>NOTE: May please note the following:</b> <ul style="list-style-type: none"><li>• In case of student opting overseas centre i.e., Dubai required to pay surcharge of Surcharge of US\$ 100 or its equivalent amount in Indian rupee i.e. Rs. 8396/= will be applicable in addition to the prescribed examination fee of Rs.1500/- and Rs. 1800/- (per Module/Group) for Executive and Professional Programme.</li><li>• In case of submission of request for Change of Examination Centre from any of the Centre(s) located in India to Dubai, Surcharge of US\$ 100 or its equivalent amount in Indian rupee i.e. Rs. 8396/= will be applicable in addition to the prescribed fee of Rs.250/-).</li><li>• Request for deletion of number of module(s) Groups and also request for change of Examination Centre within the city (where is multiple Centre in a city) is not allowed.</li><li>• Mode of Enrollment: ONLINE Mode Only (<b>OFFLINE applications will not be accepted</b>)</li></ul>		
<b>REQUESTS FOR CHANGES, IF ANY, RECEIVED AFTER THE LAST DATES MENTIONED ABOVE WILL BE REJECTED WITHOUT FURTHER NOTICE</b>		

## ENROLMENT GUIDELINES/INSTRUCTIONS

1	All Executive and Professional Programme students eligible for appearing in December, 2024 Session of Examinations are advised to go through the following important instructions to be followed by them during the Examination Enrollment and while appearing in the examinations. Students are advised to take note of the same for strict compliance.
2	Students are advised to retain a copy of the receipt for the examination fee remitted by them during the examination enrollment process. The Fee Receipt is automatically generated by the system for all successful transactions.
3	Students may please note that for all the transactions (including failed transactions), Request Id and Transaction Id are generated by the system. Therefore, generation of Request Id and Transaction / Payment Id does not always result in a successful transaction. It is in the interest of the students to verify the payment status to avoid complications at a later stage. Please re-submit the examination forms wherever the payments are NOT successful.
4	All examination applications without a valid fee receipt shall be rejected without notice. In case the amount is deducted from the bank / debit/ credit card account but the acknowledgement is not automatically generated by the system, students should verify the status of payment from their banker.
5	In case of payment of examination fee through Canara Bank Challan, the Date of Deposit of Cash with the branches of Canara Bank will be treated as the eligibility date. Students will have to wait for at least 3-4 days from the date of deposit of cash for reconciliation & transfer of the amount into the Institute's Bank Account. They shall be able to generate formal payment receipt / acknowledgement only after realization of the amount in the Institute's bank account. In case the payment does not get reconciled within 3-4 days, students are advised to send a copy of the Challan at <a href="http://support.icsi.edu">http://support.icsi.edu</a> for verification of receipt of payment
6	Students generating the Challan up to 25 <sup>th</sup> September, 2024 have to deposit the cash on or before 25 <sup>th</sup> September, 2024 to avoid applicability of Late Fee failing which they will have to re-generate the Challan and deposit the cash inclusive of the late fee. Similarly, Students generating Challan during the period from 26 <sup>th</sup> September, 2024 to 10 <sup>th</sup> October, 2024 will have to deposit the cash with the bank on or before 10 <sup>th</sup> October, 2024. The examination enrollment applications in respect of students who deposit the cash with bank after 10 <sup>th</sup> October, 2024 will be rejected without further notice. Please ascertain bank holidays, if any, to ensure that the cash is deposited well in advance to avoid rejection of application.
7	In every examination session, lakhs of students are expected to seek enrolment and to avoid difficulties at the online portal due to peak load, students are encouraged to submit the examination form well in advance without waiting for the last dates. The Institute may not be held responsible for failure of submission of form and/ or payment due to technical or other problems.
8	Students will not be allowed to submit the examination form and fee after the stipulated dates and such examination forms will be summarily rejected without NOTICE.
9	Students are advised to verify the preliminary enrollment details in their online accounts to avoid complications at a later stage.
10	Students may please note that changes in the enrollment status are not ordinarily allowed. However, in unavoidable circumstances, they may seek change of Examination Centre.
11	<b>Registration Denovo:</b> Students whose registrations have expired after the validity period of five years are required to seek Registration Denovo through the online facility available at <a href="https://smash.icsi.edu/scripts/login.aspx">https://smash.icsi.edu/scripts/login.aspx</a> Students must seek Registration Denovo well in advance so that they shall be able to seek examination enrollment by 10 <sup>th</sup> October, 2024 to become eligible for seeking enrolment to December, 2024 session of examinations. The Institute may not be held responsible for any delay on the part of students to seek Registration Denovo timely resulting in non-submission of examination form.

<b>Executive Programme Stage</b>	<b>Eligibility Criteria for Appearing in Examination</b>
Students registered in CS Course on or after 1st June,2019	<b>MANDATORY REQUIREMENTS:</b> 1. Completion of Online Pre- Examination test 2. Completion of ODOP (One day Orientation Programme)
<b>Professional Programme Stage</b>	<b>Eligibility Criteria for Appearing in Examination</b>
	<b>MANDATORY REQUIREMENT:</b> 1. Completion of Online Pre- Examination test

Students who are under syllabus (2017 or 2022) and are desirous to appear in CS December, 2024 Examination are require to remit pass Pre-exam test. For detailed process, please click on the following link:

- Pre-Exam FAQ:  
[https://www.icsi.edu/media/webmodules/Pre-Examination\\_FAQ\\_160621.pdf](https://www.icsi.edu/media/webmodules/Pre-Examination_FAQ_160621.pdf)
- Remittance of Pre-Exam test fee under syllabus 2017:  
<http://www.icsi.in/PreExamFees/Login.aspx>
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- Remittance of Pre-Exam test fee under syllabus 2022:  
<https://www.icsi.edu/media/webmodules/ProcessRemitPretestFeeUnderSyllabus2022.pdf>
- Guidelines to take Pre-Examination Test:  
<https://www.icsi.edu/media/webmodules/LMSManual2017SyllabusPreExamination12032024.pdf>
- Guidelines to take One day Orientation Programme (ODOP) applicable only for Executive students:  
[https://www.icsi.edu/media/webmodules/E-Learning/Steps\\_to\\_Complete\\_ODOP\\_Executive.pdf](https://www.icsi.edu/media/webmodules/E-Learning/Steps_to_Complete_ODOP_Executive.pdf)
- **Students must complete Pre-Exam test for enrolment into an exam session (Executive & Professional) one working day before the cut-off date for that exam enrollment session (with or without late fee) by 5:30 PM.** It may please be noted that successful completion of Pre-Examination Test and One day Orientation Programme (ODOP) **is applicable for students registered on or after 1st June, 2019** is one of the eligibility conditions for enrollment to main examinations under syllabus 2017/2022
- Any query contact at:  
Pre-Exam Test/E-ODOP                      E-mail: [elarning@icsi.edu](mailto:elarning@icsi.edu)  
For Offline ODOP                              E-mail: [training@icsi.edu](mailto:training@icsi.edu)  
**OR**  
Visit Regional/Chapter office

### **Exemption on the Basis of Higher Qualification /securing 60% or More Marks:**

If the students fulfil the eligibility conditions of paper-wise exemption on the basis of higher qualifications viz. ICAI-Cost Final Pass and LL.B. Pass with 50% Marks, the last date is 10<sup>th</sup> October, 2024

For submission of such applications for Paper-wise exemption & its applicability in December, 2024 session of examinations. Students who submit the paper-wise exemption applications after 10<sup>th</sup> October, 2024 will not be considered for December, 2024 examination. To apply, please click on the link: <https://smash.icsi.edu/scripts/login.aspx>

**Resubmission of Documents:** For detailed process, please click on the following link:

<https://tinyurl.com/nu4wkzr6>

Paper-wise exemptions based on scoring 60% marks criteria: Exemptions based on their performance in June, 2024 examinations will be granted to the students by the Institute automatically and in case the students are not interested in availing the exemption they may request for Cancellation. For submit the request for Cancellation of exemption, please click on the following link: <https://smash.icsi.edu/scripts/login.aspx>

User manual for cancellation of Exemption: <https://tinyurl.com/yc5teu9d>

<b>Session</b>	<b>Cut-off date for Cancellation of Exemption /Resubmitting the call for documents for granting exemption</b>
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December Session	20 <sup>th</sup> November 2024
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### **The Institute has introduced New Syllabus (2022)**

<b>Programme/ Course(s)</b>	<b>First Examination under New Syllabus (2022)</b>	<b>Last Examination Under Syllabus (2017)</b>	<b>All Examination under New Syllabus (2022)</b>
<b>Executive Programme (w.e.f.1<sup>st</sup> February,2023)</b>	<b>December,2023 Session</b>	<b>December, 2024 Session</b>	<b>June, 2025 Session</b>
<b>Professional Programme (w.e.f.1<sup>st</sup> August,2023)</b>	<b>June, 2024 Session</b>	<b>June, 2025 Session</b>	<b>December, 2025 Session</b>

### **Switchover Exemption(s) details**

Scheme of paper wise exemption on switchover from old syllabus 2017 to new syllabus 2022 is available at Institute's website

For Executive Programme:

[https://www.icsi.edu/media/webmodules/ExecutiveFAQ\\_SW\\_24082023.pdf](https://www.icsi.edu/media/webmodules/ExecutiveFAQ_SW_24082023.pdf)

For Professional Programme:

[https://www.icsi.edu/media/webmodules/ExecutiveFAQ\\_SW\\_23022023.pdf](https://www.icsi.edu/media/webmodules/ExecutiveFAQ_SW_23022023.pdf)

**Student(s) can post query pertaining to Examination Enrolment, Switchover, Optional subject & Paperwise Exemption at Grievance Portal: <http://support.icsi.edu>**

**Directorate of Student Services**