



**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 December, 2025

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 eligible members to empanel themselves as General Observers for the CS Examinations, December, 2025 scheduled to be held from **22nd December 2025 to 29th December 2025** (timing : **02:00 PM to 05:15 PM**) 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 Examinations, December, 2025 through ICSI Observer Portal i.e. <https://observer.icsi.edu>

Eligibility Criteria for Empanelment:

Members who fulfill the following criteria are eligible for empanelment, to act as General Observers:

- i. 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 - December 2025 at any examination centre(s) in India or Abroad.
- ii. 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.
- iii. None of his/her trainee(s) is appearing for CS Examination – December 2025 from the examination centre(s) where the applicant is desirous to be appointed as General Observer.
- iv. Applicant should not be appearing in any of the Examinations conducted by ICSI including Post Membership Qualification Examinations.
- v. **Applicant should not be associated with the Institute as a member of Council / Regional Council / Managing Committee of the Chapter(s) of the ICSI.**
- vi. Applicant should not be associated in any manner with Oral Tuition Classes conducted by Regional offices/Chapters of the Institute for the CS examinations.
- vii. Applicant should not be associated with any private coaching centre(s) conducting classes of CS course or Study Centre(s) of ICSI.
- viii. Applicant should not be a Counsellor/ CS Mitr of the Institute.
- ix. No disciplinary/criminal proceedings are pending against the applicant in any Court of Law/Institute/Tribunal in India and Abroad.

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***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.

Honorarium of Rs.1400 (Rs. One Thousand Four Hundred only) per day will be paid for the duty as General Observer. No other allowance shall be admissible.

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

The activity schedule of General Observer Portal shall be as follows:

Opening of General Observer Portal for Empanelment	3rd November, 2025 (Monday)
Closing of General Observer Portal for Empanelment	24th November, 2025(Monday)
Allotment of General Observer duties to eligible members	First week of December 2025

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, the same may be updated in the Membership Portal before empanelment as General Observer.

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.

In case of any query/clarification regarding empanelment, please write an email to observer@icsi.edu



G.H. Ramana
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 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.