



**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)

### Vision

"To be a global leader in promoting good corporate governance"

### Motto

सत्यं वद। धर्मं चर। इष्टकारं कुरु। तृप्तये। अस्मिन्नेह। ह्यु कुरु।

### Mission

"To develop high calibre professionals facilitating good corporate governance"


# Company Secretary (CS)


## A Career with Endless Opportunities

## Join CS Course Now



 **ARTS SCIENCE  
COMMERCE**  
Opportunity for students from all streams

 • Distance Learning  
• Study Material provided by the ICSI  
• Optional Class Room Teaching  
• E-Learning Facility

 • Opportunities in Employment as well as in Practice  
• Attractive remuneration and growth opportunities

UGC recognises CS qualification as equivalent to Post Graduate Degree

UK ENIC has benchmarked CS Executive and CS Professional Programme as Bachelor and Master degree respectively, with reference to UK and UAE qualification

### Journey from a Student to a Company Secretary

### YOUR JOURNEY TO SUCCESS BEGINS TODAY



#### CS EXECUTIVE ENTRANCE TEST (CSEET)

**ELIGIBILITY** - Senior Secondary Examination (10+2 pattern) pass /appearing Student or Equivalent thereto

#### CUT-OFF DATES FOR REGISTRATION

- May CSEET - 16<sup>th</sup> December - 15<sup>th</sup> April
- July CSEET - 16<sup>th</sup> April - 15<sup>th</sup> June
- November CSEET - 16<sup>th</sup> June - 15<sup>th</sup> October
- January CSEET - 16<sup>th</sup> October - 15<sup>th</sup> December



CSEET

FEE : Rs.2,000/-

#### Coverage

1. Business Communication
2. Legal Aptitude and Logical Reasoning
3. Economic and Business Environment
4. Current Affairs and Quantitative Aptitude

#### CS EXECUTIVE PROGRAMME

**Eligibility** - CSEET pass students (Senior Secondary Examination (10+2 pattern) pass & with CSEET result not older than one year)/ CS Foundation Programme Pass students / \*Graduates/ Post Graduates/ CA Final Pass students/ CMA Final Pass students  
\*students appearing in the final year / final Semester Examination of Graduation (can registered provisionally.)

#### CUT-OFF DATES FOR REGISTRATION

- 31<sup>st</sup> May (Both groups in December examination - same year)
- 31<sup>st</sup> July (One group in December examination - same year)
- 30<sup>th</sup> November (Both groups in June examination - next year)
- 31<sup>st</sup> January (One group in June examination - same year)



CS EXECUTIVE PROGRAMME

FEE : Rs.18,400/- CSEET Qualified Students / CS Foundation Pass  
Rs.23,400/- For Graduates/Post Graduates / ICAI / ICMAI Final Course Pass students

#### Subjects - Group I (4 Papers)

- 1) Jurisprudence, Interpretation & General Laws
- 2) Company Law & Practice
- 3) Setting up of Business, Industrial & Labour Laws
- 4) Corporate Accounting & Financial Management

#### Group II (3 Papers)

- 1) Capital Market & Securities Laws
- 2) Economic, Commercial & Intellectual Property Laws
- 3) Tax Laws & Practice

#### CS PROFESSIONAL PROGRAMME

**Eligibility** - CS Executive Programme Pass Students

#### CUT-OFF DATES FOR REGISTRATION

- 31<sup>st</sup> May (Both groups in December examination - same year)
- 31<sup>st</sup> July (One group in December examination - same year)
- 30<sup>th</sup> November (Both groups in June examination - next year)
- 31<sup>st</sup> January (One group in June examination - same year)

FEE - Rs. 20,000/-

#### Subjects Group I (4 Papers)

1. Environmental, Social and Governance (ESG) - Principles & Practice
2. Drafting, Pleadings and Appearances
3. Compliance Management, Audit & Due Diligence
4. Elective 1 (Select one Paper out of 5 Elective Papers)
  - 4.1 CSR & Social Governance
  - 4.2 Internal and Forensic Audit
  - 4.3 Intellectual Property Rights-Law & Practice
  - 4.4 Artificial Intelligence, Data Analytics and Cyber Security-Laws & Practice
  - 4.5 Advance Tax Laws & Practice

#### GROUP II (3 Papers)

5. Strategic Management & Corporate Finance
6. Corporate Restructuring, Valuation and Insolvency
7. Elective 2 (Select one Paper out of 5 Elective Papers)
  - 7.1 Arbitration, Mediation & Conciliation
  - 7.2 Goods and Services Tax (GST) & Corporate Tax Planning
  - 7.3 Labour Laws & Practice
  - 7.4 Banking & Insurance - Laws & Practice
  - 7.5 Insolvency and Bankruptcy - Law & Practice

#### Medium of Examination:

The Institute allows the students to appear in Institute's examination in English or Hindi medium, subject to other prescribed guidelines in this regard.

#### Mandatory Training:

Students are required to fulfill the following training requirements.

- TDOP (Three Days Orientation Programme)
- One-month Executive Development Programme(EDP) [15 days classroom mode & 15 days Online mode] after passing CS Executive.
- Practical training of 21 months.
- Corporate Leadership Development Programme (CLDP) after passing CS Professional Programme.

## 100% FEE WAIVER

- For Indian Armed forces, Paramilitary forces, Agni veers, Families of Martyrs and Wards of Indian Armed forces & paramilitary forces.
- For students of Jammu & Kashmir, Ladakh registering for the CSEET and CS Executive Programme.

## FEE CONCESSION

- For SC/ST, Physically Handicapped category.
- For students of Andaman & Nicobar Islands, Lakshadweep, North Eastern states and Himachal Pradesh.

## OTHER BENEFITS

- Fee waiver under SEFT scheme for meritorious and economically weaker students.
- Education Loan facility by Canara Bank for students.

# Company Secretary (CS) - The New Age Governance Professional

## ROLE OF COMPANY SECRETARY



## The Institute of Company Secretaries of India (ICSI)

- Statutory Body established under an Act of Parliament, i.e., the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries
- Functions under the jurisdiction of Ministry of Corporate Affairs, Government of India
- Headquarter in New Delhi & 4 Regional Offices in New Delhi, Kolkata, Mumbai, Chennai
- 73 Chapters across India & 3 Centres for Corporate Governance, Research and Training (ICSI-CCGRT) in Mumbai, Hyderabad and Kolkata
- Study Centres and Examination Centres across India
- Overseas Centres in Australia, Canada, Singapore, UAE, UK and USA



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ICSI SUPPORT DESK : 0120-4522 000 (MONDAY TO FRIDAY 9:30 AM TO 5:00 PM)