



भारतीय कम्पनी सचिव संस्थान
THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003
Phone : 011-45341036/92 email : hr.dept@icsi.edu Website : www.icsi.edu

ADVT. NO. 04/2026
CAREER OPPORTUNITIES

The Institute of Company Secretaries of India (ICSI) is a statutory body set up under an act of Parliament, the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries in India. The ICSI invites applications for the following posts at its Headquarters at New Delhi/ Noida, CCGRTs (Mumbai, Kolkata, Hyderabad & Manesar), Regional Offices (New Delhi, Kolkata, Mumbai & Chennai) and Chapter Offices :-

S. no	Name of the Post & Location	Pay Level as per 7 th CPC Pay Matrix (Rs.)	Gross Salary per Annum (Rs. in Lakhs)	Max. Age (as on 01.07.2026)	No. of Posts
1.	Executive Assistant (Anywhere in India)	Level 4 (25500-81100)	6.51	35 years	20

Interested candidates must **apply only through electronic application form (Online)** by clicking on the hyperlink provided at the end of this page.

The link shall be active from **22.07.2026 to 12.08.2026** and the last date for applying **Online is 12.08.2026**.

In case you want to take a printout of the application form for your reference, please ensure that your printer is attached to your computer.

Please Note:

- Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).
- The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the post mentioned below is 01.07.2026.**

(1)	<u>EXECUTIVE ASSISTANT</u> No. of posts : 20 (UR-08; EWS-02; OBC-05; SC-03; ST-02) [for ICSI Chapter Offices / Regional Offices / CCGRTs across India / HQ (New Delhi/ Noida)] Pay Level as per 7th CPC Pay Matrix : Level 04 (25500-81100) (Gross Salary per annum – Rs. 6.51 lakh approx.) Maximum Age: (as on 01.07.2026) 35 years QUALIFICATION Graduate in Commerce EXPERIENCE Minimum 3 years experience JOB CONTENTS (indicative) The indicative Job contents for candidates selected for Chapter Offices will be as under :- • To take day-to-day decisions for smooth working of the Chapter office and to improve the services of members/students in consultation with the Chairman • To operate the bank accounts jointly with the office bearers of the Chapter with certain monetary limits, as may be decided by the Regional Council/Chapter • To initial all the receipt & payment vouchers before placing the same to the Chairman/Treasurer for approval • To attend all the meetings of the Managing Committee of the Chapter and to assist the Secretary in drafting the agenda/minutes • To strictly follow the purchase procedure/manual for procuring the material/services. While effecting the purchases, the proprietary aspect of sending all the expenses irrespective of its nature need to be specifically looked into • To authenticate all the MIS reports or the reports required to be sent to various Directorates of the Headquarters • Such other duties as may be assigned from time to time by the Headquarters of the Institute The Job contents for candidates selected for Offices other than Chapter Offices will be as decided by the respective Directorate / Office. (Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)
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CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 12th August, 2026

1	Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post(s). In case it is found at any stage of recruitment that an applicant does not fulfill Eligibility Criteria and/ or that he has furnished any incorrect / false information / certificate(s)/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. Even if any of these shortcomings is/ are detected after appointment his/her services are liable to be terminated. Applicants must fill the online Form very carefully. Applications which are incomplete or vague (i.e. details relating to qualifications / experience etc.) or applications not in the prescribed format will be rejected summarily, hence candidates are advised to ensure that all the relevant fields mentioned in the on-line Resume Form are duly completed in all respects.
2	Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding test, document verification, etc. In case, a candidate does not have a valid personal email address, he/she should create his/her new email address before applying Online. "ICSI" reserves the right to communicate with the applicant through e-mail and not by post.
3	All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested not to send the hard copy of their online application Form/ CV's /Certificates to the Institute. The original documents would be required for verification only after written test of those candidates who will fall in the list of consideration. Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.
4	The percentage obtained in various degrees/ diplomas should be rounded off to the lower whole number. For eg. 49.3% or 49.8% should be entered as 49% & not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages.
5	While Filling the Online Resume Form :- 1. Don't enter Special Characters like " " ' ' / & etc. 2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc. 3. Upload a resume file which does not exceed 100 KB.

GENERAL CONDITIONS

1	Candidates who are working in a Central/State Government/ Autonomous/ Statutory Body/PSU would be required to produce a 'No Objection Certificate' from their present employer at the time of verification of original documents.
2	All educational qualifications must have been obtained from recognized universities / Institutions in India or abroad. The courses offered by autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU)/UGC/AICTE.
3	Mere submission of application / fulfilment of eligibility conditions will not confer any right on the candidate to be shortlisted / called for written test. The "ICSI" reserves the right to call for written test only those candidates who in its opinion are most suitable for the post. The "ICSI" also reserves the right to reject any or all the applications without assigning any reason thereof. The decision of The "ICSI" in all matters regarding Eligibility, shortlisting of candidates, conduct of Written Test and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.
4	Reservation policy will be applicable as adopted by the "ICSI" in its Service Rules.
5	The "ICSI" reserves the right to fix minimum eligibility standard/bench mark and restrict the number of candidates to be called for written test / original document verification taking into account various factors like number of vacancies, performance of the candidates etc., and decide to determine the qualifying marks for selecting candidates. The decision of the "ICSI" in this regard shall be final and binding and no correspondence in this regard would be entertained with the candidates.
6	The "ICSI" reserves the right to increase/decrease the number of vacancies for any post, as advertised as per its requirement or not to fill up any posts as per its requirement or even cancel the whole process of recruitment without assigning any reason.
7	The "ICSI" also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
8	The "ICSI" reserves the right to offer or appoint the candidate on the post/grade lower than the post / grade advertised or applied by the candidate.
9	The candidates cannot have any right or preference for posting in any particular State/ city of his choice as the selection and posting is on All India basis. The Institute's decision would be final in all these cases and the candidates are liable to be posted or transferred anywhere in India.
10	Proficiency in Computer Applications is essential for all the above post(s).
11	No Travel Allowance shall be reimbursed for attending the written test.
12	The "ICSI" takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
13	Canvassing in any form will straightway disqualify the candidature.

14	Internal candidates should forward their application through their respective Heads of Departments after meeting the criteria as laid down in the ICSI Service Rules.
15	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.
16	The written test shall be of Objective Type (MCQ) and shall broadly covers following topics: • Basic Accounting • General English • Basic Mathematics • Computer Knowledge • Quantitative Aptitude • Reasoning • General Knowledge & Current Affairs

**FOR APPLYING ONLINE, click on the link below
OR**

Copy, Paste and Enter the link on the address bar of the internet Explorer / Google Chrome

<https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome>

In case of any query please email at the below mentioned email address :

The HR Directorate
The Institute of Company Secretaries of India
New Delhi
Email : hr.dept@icsi.edu
website : www.icsi.edu.