

CAREER AS A COMPANY SECRETARY (CS)

A Company Secretary is an expert in company law, corporate and securities law. He/She is a vital link between the company and its board of directors, shareholders, government and regulatory authorities. A qualified company secretary has openings in employment, and can also practice as an independent professional.

There are three stages to pursue the company secretary course:-

- 1) Foundation Programme
- 2) Executive Programme
- 3) Professional Programme

CS Foundation Programme

Duration: 8 months

Entry Level: 12th pass

Eligibility: Senior Secondary Examination (10+2) Pass candidates in science, commerce, arts stream (excluding fine arts) are eligible for admission.

Admission is valid for three years.

Fee payable at the time of admission: Rs. 4500/-

Prospectus: Available at headquarters/regional councils/chapters

For CS Foundation programme prospectus can be attained through cash payment of Rs. 200/- or by post/courier through Demand Draft/PO of Rs. 250/- in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

Address: 1) Headquarters – ICSI House, 22 Institutional Area, Lodhi Road, New Delhi – 110003. Ph: (011) 45341078/77. Website: www.icsi.edu

2) Northern India Regional Council – ICSI NIRC Building, Plot No. 4,
Prasad Nagar Industrial Area, New Delhi – 110005. Ph: (011) 4934300.
Email: niro@icsi.edu

Admission Procedure: Admission is open throughout the years. Students can register online on www.icsi.edu by making payment through online payment gateway.

Important Documents to be submitted at the time of registration: Senior Secondary Pass Certificate or Mark Sheet, Date of Birth, Passport Size Photograph. Provisional Admission is allowed subject to submission of proof of passing senior secondary examination within 6 months.

Subject Papers: There are four subject papers in Foundation Programme

- 1) Business Environment and Entrepreneurship
- 2) Business Management, Ethics and Communication
- 3) Business Economics
- 4) Fundamentals of Accounting and Auditing

Examination is conducted twice a year in June and December

Examination Fee: Rs. 1200/-

CS Executive Programme

Minimum Qualification: CS Foundation Examination Pass/Foundation Examination Pass from the Institute of Cost Accountants of India/Common Proficiency Test (CPT) of the Institute of Chartered Accountants of India (ICAI)/ Graduation in any discipline other than fine arts.

Duration: 9 months

CS Professional Programme

A student is admitted to the Professional Programme after passing the Executive Programme.