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
Admission Procedure: Admission is open throughout the years. Students can register online on [www.icsi.edu](http://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.