

COMPANY SECRETARY



INTRODUCTION

“The Institute of Company Secretaries of India” (ICSI) is a premier National Professional body established by Act of Parliament to develop and regulate the Profession of Company Secretaries.

The Company Secretary is:

- An in house legal expert; a compliance officer of the Company
- An expert in corporate laws, securities laws & capital market and corporate governance
- Chief advisor to the board of directors on best practices in corporate governance
- Responsible for all regulatory compliances of company
- Corporate planner and strategic manager

SKILL SET

Being a company secretary is a great choice for anyone who:

- Has interest in company law and/or finance
- Has strong attention to detail
- Enjoys working autonomously
- Can write clearly and concisely
- Can take in and process large amounts of information
- Is trustworthy, able to keep confidential information confidential
- Wants to be ‘in’ the business’, with access to the main players

JOB PROSPECTS

- Project Planning
- Financial Management
- Corporate Restructuring
- Corporate Advisory Services
- Arbitration and Conciliation
- Capital Market and Investor Relations
- Foreign Collaborations and Joint Ventures
- Legal, Secretarial and Corporate Governance

COMPANY SECRETARY

Stages	CSEET	Executive	Professional
Eligibility	A candidate passed / appearing in the Senior Secondary (10+2) Examination or equivalent thereto is eligible to appear in the CSEET.	A student passed / appearing in the Senior Secondary (10+2) Examination equivalent thereto and passed CSEET shall be eligible to appear in the CS Executive Programme. All Graduates/ Post Graduates who were hitherto eligible for registration directly to Executive Programme Stage, shall also be required to pass the CSEET to become eligible for registration to Executive Programme	CS Executive Passed
Examination	4 Times a Year	4 Times a Year	4 Times a Year
Examination Fee	Rs. 1200 /- per Module	Rs. 1200 /- per Module	Rs. 1200 /- per Module

Note: CSEET (New admissions to Foundation Programme will be discontinued after introduction of new regulations and the CSEET shall be introduced as a qualifying test for registration to Executive Programme.

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Qualifying Criteria of CSEET

An aggregate of 50% and minimum 40% marks in each subject will be the qualifying criteria.

Time limit for completing CS Examination

A student is required to complete the Executive and the Professional examination within the registration period. However, on payment of requisite fees the validity of registration may be renewed / extended for further period subject to fulfilling the applicable guidelines.

A. CSEET

Paper 1: Business Communication (50 marks)
Paper 2: Legal Aptitude & logical Reasoning (50 marks)
Paper 3: Economic and Business Environment (50 marks)
Paper 4: Current Affairs

B. Executive Programme

MODULE 1	MODULE 2
Jurisprudence, Interpretation & General Laws	Corporate & Management Accounting
Company Law	Securities Laws & Capital Markets
Setting Up Of Business Entities And Closure	Economic, Business And Commercial Laws
Tax Laws	Financial & Strategic Management

C. Professional Program

MODULE 1	MODULE 2	MODULE 3
Governance, Risk Management, Compliances And Ethics	Secretarial Audit, Compliance Management and Due Diligence	Corporate Funding & Listings In Stock Exchanges
Advanced Tax Laws	Corporate Restructuring,	Multidisciplinary Case

	Insolvency, Liquidation & Winding-up	Studies
Drafting, Pleadings And Appearances	Resolution of Corporate Disputes, Non-Compliances & Remedies	Elective, One Out Of The Eight Given Below: Banking Law & Practice Insurance Law & Practice Intellectual Property Rights-Laws And Practices Forensic Audit Direct Tax Law & Practice Labour Laws & Practice Valuation & Business Modelling Insolvency – Law & Practice

TRAINING

Trainings type:

- Management Training / Apprenticeship Training (1 year/2 years/3 years)
- Management Skills Orientation Programme (MSOP) (For 15 days)

Duration of Training:

- Three years on registration for Executive Programme; or
- Two years after passing the Executive Programme examination; or
- One year after passing the Professional Programme examination.

Disclaimer: *The information provided here is best to our knowledge. It is highly recommended that you should cross-check the source of information through the specific Colleges and Institutes. WonderSkool (WS Education Pvt Ltd) is in no way responsible for the decisions made solely on the basis of this document.*

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