

# Career as a Company Secretary

## ISCI

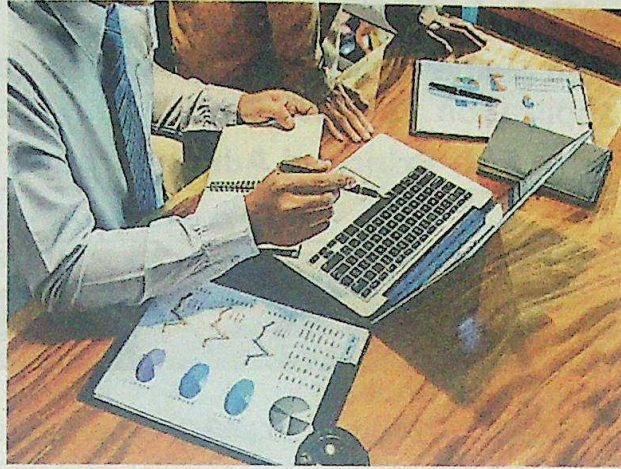
The role of a Company Secretary (CS) is one of the most prestigious and in-demand career paths in the corporate world. A Company Secretary plays a pivotal role in the corporate pyramid, acting as a key adviser to the company's Board of Directors, ensuring compliance with laws, managing governance, and assisting in strategic decision-making.

With evolving business landscapes and stricter compliance mandates worldwide, the demand for skilled Company Secretaries has risen significantly. Let us explore how the Company Secretary qualification is a gateway to a diverse and rewarding career.

**1. Leadership Roles:** A Company Secretary often works directly with the board of directors and senior management, making the role an important part of leadership teams. The Companies Act, 2013, has recognised Company Secretary as a Key Managerial Personnel, bracketing them along with MD, CEO, Manager, Whole-time Director(s) and CFO.

**2. Compliance & Governance Officer:** As companies navigate increasingly complex regulations, Company Secretaries are becoming vital for ensuring businesses comply with laws such as the Companies Act, SEBI regulations, and more. With experience, they take on roles such as Chief Compliance Officer or even CEO. In fact, under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2014, companies listed on stock exchanges are mandated to appoint a Company Secretary as the Compliance Officer (with the exception of Mutual Funds).

**3. Advisory and Consultancy Services:** The Companies Act, 2013, has mandated Secretarial Audit by a Practising Company Secretary for all listed companies,



Public Companies with specific capital or turnover, and Companies with significant borrowings. A Company Secretary professional can establish their own practice to offer independent consultancy services in areas like corporate restructuring, mergers and acquisitions, taxation, legal compliance, and more. They can also handle legal and compliance matters for start-ups and SMEs.

**4. Specialised Fields:** Company Secretaries can explore niche roles in areas such as:

- Insolvency
- Valuation
- Intellectual Property Rights (IPR) Management
- Arbitration and Dispute Resolution
- ESG Compliance and Sustainability Reporting

**5. International Opportunities:** A Company Secretary's expertise in corporate governance frameworks is sought after worldwide. A qualified Company Secre-

tary (Member of the Institute of Company Secretaries of India (ICSI) in good standing for two years) is eligible for exemptions from certain papers from the Chartered Governance Institute (CGI), formerly known as ICSA (UK), and its nine divisions in different countries. ICSI members can also obtain membership in the Chartered Institute for Securities and Investment (CISI) without any examination.

## How to Become a Company Secretary

The Institute of Company Secretaries of India (ICSI) is the only premier national professional body that awards the Company Secretary Membership in India. Constituted under the Company Secretaries Act, 1980, the ICSI operates under the aegis of the Ministry of Corporate Affairs, Government of India, and makes provisions for the regulation and development of the profession of Company Secretaries in India.

**1. Eligibility:** Students from any stream (except for fine arts) can enroll and pursue the Company Secretary Course with the Institute of Company Secretaries of India (ICSI). To register for the Company Secretary

Continued on page 2

## EN Question of the week

Readers' views elicited on important issues

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Best Entry on page 39

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Continued from page 1

**Career as a Company Secretary**

Course, students need to qualify for the Company Secretary Executive Entrance Test (CSEET). The CSEET is a computer-based entrance test with four papers of 50 marks each. It is conducted four times a year in remote-proctored mode. However, graduates and postgraduates from a recognised university/institution, and final-passed students of ICAI/ICMAI, are exempted from it and can directly take admission to the CS Executive level.

**2. Registration:** The Company Secretary Course is a distance learning programme, and the registration process is online. The ICSI provides CS Course Study Material. Students can attend special classes held at ICSI Regional and Chapter Offices located all over India or avail of free online classes, lectures from eminent faculties, and real-time doubt-clearing sessions provided by the ICSI.

**3. CS Course Syllabus**

| Sl.No. | CSEET                                     | CS Executive<br>(MCQ + Descriptive) 100 marks Each  | CS Professional<br>Descriptive 100 marks each                      |
|--------|---|---|--|
| 1      | Business Communication                    | Jurisprudence, Interpretation & General Law         | Environmental, Social and Governance (ESG) – Principles & Practice |
| 2      | Legal Aptitude and Logical Reasoning      | Company Law & Practice                              | Drafting, Pleadings and Appearances                                |
| 3      | Economic and Business Environment         | Setting Up of Business, Industrial & Labour Laws    | Compliance Management, Audit & Due Diligence                       |
| 4      | Current Affairs and Quantitative Aptitude | Corporate Accounting and Financial Management       | <b>Elective 1</b><br>(Select one Paper out of 4 Elective Papers)   |
| 5      |   | Capital Market & Securities Laws                    | Strategic Management & Corporate Finance                           |
| 6      |   | Economic, Commercial and Intellectual Property Laws | Corporate Restructuring, Valuation and Insolvency                  |
| 7      |   | Tax Laws & Practice                                 | <b>Elective 2</b><br>(Select one Paper out of 5 Elective Papers)   |

**4. Examination:** CS Executive and CS Professional Examinations are held twice a year, in June and December, at around 200 examination centres across the country and at the ICSI Overseas Centre in Dubai.

**5. Training:** All training programmes in the CS Course have been designed to develop the core competencies and managerial/leadership skills of Company Secretary students. There are two stages of training in the CS Course:

- Executive-passed students are required to undergo a one-month Executive Development Programme (15 days online and 15 days classroom mode) and 21-month practical training with Industry/PCS (after completing the Executive Programme).
- Professional-passed students are required to undergo a one-month residential Corporate Leader Development Programme (exemption is granted if the candidate possesses practical experience).

**6. Scholarship and Financial Assistance:** The Institute provides various scholarships/financial assistance to meritorious or economically disadvantaged students. In line with the Government's nation-building initiatives, the ICSI introduced a Fee Waiver/Concession Scheme for Defence Personnel, Paramilitary Forces Personnel of the country, and their family members. Students from Jammu & Kashmir, Ladakh, Himachal Pradesh, and the North-eastern States of the country can also avail of the benefit of the fee concession scheme.

**7. Placement:** The ICSI has a dedicated placement portal that caters to its members, students, and recruiters. Besides this, the ICSI organises regular placement drives at its Regional and Chapter Offices to facilitate the placement of fresher Company Secretaries with regulators, corporates, and Practising Company Secretary firms at attractive packages. The annual package may reach crores with experience.

**Market Overview**

With a rich legacy in India and growing global recognition, the Company Secretary profession is becoming a preferred career option for those passionate about law, governance, compliance, and strategic management. Company Secretaries, as integrated corporate managers, are demonstrating their ability to manage a wide range of tasks across all functional domains beyond their core competencies.

For more information on registration and course details, visit [www.icsi.edu](http://www.icsi.edu).

(The article is contributed by the The Institute of Company Secretaries of India (ICSI). Feedback can be sent to [feedback.employmentnews@gmail.com](mailto:feedback.employmentnews@gmail.com)). Views expressed are personal.

**IMPORTANT NOTICE**

We take utmost care in publishing results of the various competitive examinations conducted by the UPSC, SSC, Railway Recruitment Boards etc. Candidates are however advised to check with official notification / gazette. Employment News will not be responsible for any inadvertent printing error.



**NATIONAL HEALTH SYSTEMS RESOURCE CENTRE**

Technical Support Institution with National Health Mission  
Ministry of Health & Family Welfare, Government of India



National Health Systems Resource Centre (NHSRC) is seeking applications from eligible candidates for the following position:

| Sl. No. | Name of Position                                      | No of Vacancies | Age                | Compensation                           |
|---------|---|-----------------|--------------------|--|
| 1       | Senior Consultant – Quality & Patient Safety (RRC-NE) | 01              | 50 Years and below | Between Rs. 90,000/- to Rs. 1,50,000/- |

**Qualification & Experience:** The Terms of Reference (TOR) with details of required Qualification and Experience is available on the websites [www.nhsrccindia.org](http://www.nhsrccindia.org), [www.rrcnes.gov.in](http://www.rrcnes.gov.in) and [www.devnetjobsindia.org](http://www.devnetjobsindia.org).

Applications must reach in the prescribed online application format only (as mentioned in the website). Last date of receiving of application : **1 April, 2025.**

**S/d- Principal Administrative Officer, NHSRC**

EN 51/76



**Sanjay Gandhi Postgraduate Institute of Medical Sciences**

Raebareli Road Lucknow-226014(India)

Tele: +91(522) 2494000/2495000/2668700/2668800/2668900, Fax-0522-2668017/2668078 Website: [www.sggpims.org.in](http://www.sggpims.org.in)

**Recruitment Notice**

In reference to Recruitment Notice Advt.No.I-20/Rectt./2024-25 dt. 03.12.2024, on line applications for the post of **Lecturer and Tutor,CMT** in the below mentioned specialties are invited under backlog category. The **weblink** has been opened from **10.03.2025 to 31.03.2025**

| Sl. No.                                    | Name of Post (Backlog) | Pay Level (as per 7th CPC) | No. of Post | Specialization     | Upper age |
|--|------------------------|----------------------------|-------------|--------------------|-----------|
| <b>Group A Post-by Interview</b>           |                        |                            |             |                    |           |
| 1  | Lecturer               | Level-11                   | SC-01       | Anatomy            | 50 year   |
| 2  | Lecturer               | Level-11                   | OBC-01      | Physiology         | 50 year   |
| <b>Group B Post-by computer based test</b> |                        |                            |             |                    |           |
| 1  | Tutor                  | Level-10                   | SC-01       | Community Medicine | 40 year   |
| 2  | Tutor                  | Level-10                   | OBC-01      | Physiotherapy      | 40 year   |

Candidate can visit [www.sggpims.org.in](http://www.sggpims.org.in) for details and filling online applications forms.

Advt. No. I-37/Rectt./2024-25

**Director,SGPGIMS**

EN 51/108

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Editor (Circulation)

**Employment News**

7th Floor, Soochna Bhawan

C.G.O Complex, Lodhi Road

New Delhi-110003

Circulation:

[sec-circulation-moib@gov.in](mailto:sec-circulation-moib@gov.in)

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