CAREER OPPORTUNITIES FOR YOUNG COMPANY SECRETARIES

Applications are invited from Qualified Company Secretaries , having membership of the Institute for the position of "Young Professional" on Contractual basis in Central facility Centers (CRC/CPACE/CSC/CPC) of Ministry of Corporate affairs, Government of India, located at Manesar, Haryana:-

"Young Professional" (ON CONTRACTUAL BASIS)
(Candidates having minimum one year post qualification experience will be preferred)

NO. OF POSTS : 05

JOB LOCATION

Central Facility Centres (CRC /C-PACE/ CSC/ CPC) located at IICA, Plot No.6,7,8, Sec -5, IMT Manesar, near Gurugram (Haryana)-122050.

COMPENSATION

The Young Professionals will be deployed on contractual basis for a maximum period of three years subject to satisfactory performance to be reviewed at the end of each year. The monthly consolidated remuneration shall be paid as follows:

Year	**Entitlement (₹) Per Month Young Professionals**
1ST YEAR	75000/-
2ND YEAR	80000/- (inclusive of yearly increment of 5000/-)
3RD YEAR	85000/- (inclusive of yearly increment of 5000/-)

Young Professional Shall be paid additionally ₹ 2500/- per day for attending Office on Sundays and Holidays depending on the exigencies of work to be decided by respective ROC.

MAXIMUM AGE (**as on 01.11.2026**) 32 years

PERIOD OF CONTRACT:
The tenure for the position will be initially for a period of one year. The period of contract may be extended every year up to a maximum period of two more years based on the performance and the requirement.
Or
Attaining the age of 35 years whichever is earlier subject to satisfactory performance to be reviewed at the end of each year.

The appointment of YPs will be on full-time basis and they will not be permitted to take up any other assignment during the period of appointment as Young Professional.

QUALIFICATION
Member of The Institute of Company Secretaries of India

EXPERIENCE

Candidates having post qualification experience of up to one year be considered.

(Note: Training experience forming a part of the curriculum of CS course will not be counted towards the total experience)

JOB DESCRIPTION

The Young Professionals will be appointed to examine and process the e-forms under the provisions of the Companies Act 2013 and the LLP Act 2008 read with the relevant rules, as per the roles assigned to them in the office of **CRC, C-PACE, CSC and CPC** where they will be deployed. The fundamental objective of establishment of the Central Facilities is to deliver the services rendered by the ROC which shall be as per prescribed limits / targets by the respective ROCs for YPs. Hence, each professional has to dispose minimum number of forms / targets set out as decided by Central Facility Centers as per requirement. The productivity of the professionals beyond the benchmark will carry significant weightage during the performance appraisals/ review

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 **06.11.2026 to 20.11.2026 (20.11.2026 is the last date for applying Online).**

Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer.

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:

1. Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).

2. **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is 01.11.2026**

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION: 20.11.2026

1	**Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post.** 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 engagement, his/her contract is 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, 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 further Selection Process**. 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 at a subsequent stage.** 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	The selected candidates shall undergo an orientation programme which will equip them to get acquainted and to perform the functions of CFC.
2	The Young Professional are required to bear good moral character with no criminal antecedents' record or FIR against them. If it is found at any stage that criminal antecedents exist against them then their candidature will stand cancelled along with other necessary action as per extant law.
3	Young Professional shall be working from Monday to Saturday. The total working hours in a week for Young Professionals will be 48 hours which may be subject to the achievement of targets
4	Engagement will be on full working day basis and their place of work shall be Central Facility Centres (CRC /C-PACE/ CSC/ CPC) located at IICA, Plot No.6,7,8, Sec -5, IMT Manesar, near Gurugram (Haryana)-122050.
5	The Contract would be purely of temporary (non-official) nature and the Contract can be terminated at any time by the ICSI, without assigning any reasons.
6	The shortlisted candidates after screening by the Selection Committee shall be informed about the final selection process.
7	No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion
8	The YPs engaged on contract under this scheme shall not have any right to claim for any kind of engagement or employment in the Government of India or the ICSI
9	The "ICSI" takes no responsibility for any delay in receipt or loss in transmitting of any applications or communication.
10	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.
11	Canvassing in any form will straightway disqualify the candidature.
12	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

FOR APPLYING ONLINE, click on the link below

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

OR

Copy, Paste and Enter the link on the address bar of the internet Explorer / Google Chrome
(Note : Please use Windows Explorer (6.x, 7.x, 8.x, 9.x, 10.x and 11.x only) or Google Chrome and ensure that JavaScript is enabled for viewing this advertisement. Do not use Mozilla Firefox, Netscape Navigator or any other explorer)

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

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