



The Institute of Company Secretaries of India (ICSI) is a statutory body enacted by the Parliament under the Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries in India. The ICSI has on its roll over 30000 members and over 3,25,000 students. The Institute is governed by the Council of the Institute, responsible for the management of the affairs of the Institute and for discharging the functions under the Company Secretaries Act, 1980. The ICSI has its Headquarters at New Delhi, four Regional offices in Chennai, Kolkata, Mumbai and New Delhi and Chapter offices in 68 cities across the country. It has 122 Examination centers across the country including an overseas centre at Dubai.

ICSI is on the lookout for an accomplished person to fill the position of

Secretary

Qualification and Experience: Should be a fellow Member of the ICSI, preferably with legal background and experience of a minimum 15 years in a senior position in administration, finance, secretarial and legal in government, autonomous/statutory body or medium to large public / private sector company. The eligible candidates, who were earlier called for interview in June, 2012 may also be considered.

Job contents: The incumbent as 'Secretary' will be required to perform the functions of the Secretary of the Institute and will assist the Council in advising and framing the policies and shall discharge such duties as given in the Company Secretaries Act, 1980 and the Company Secretaries Regulations, 1982 as also those assigned to him from time to time by the Council. The person selected should be able to take the profession to a higher level and enhance the role of the Institute in Indian industry. The candidate should have suitable experience and must also have the ability to communicate effectively to interact with senior level officers in the Government departments, Regulatory bodies, Industry / Trade Associations, Chambers of Commerce and Professional bodies, etc.

The incumbent should be adaptive in nature, having impeccable personal and professional ethics, integrity and professional competence, strong ability of reaching out to people across the globe for the cause of the profession of the Company Secretaries and the Institute. The incumbent is expected to exhibit exemplary leadership qualities, administrative acumen, objectivity in analysis and good interpersonal relationships within and outside the Institute. Should be strong in building good working relationships and trust with others; strong presentation skills and the ability to envision and innovative thinking. It is also expected that the incumbent will stay abreast of all relevant changes in the environment so as to enhance the quality of advice to the Council and performance of the Institute.

Age: Should be between 40 and 55 years of age as on 1st January, 2013.

Compensation: Basic pay Rs. 90,000/- per month plus HRA, DA, Performance Incentive, Insurance, medical, staff car etc. (CTC Rs. 35 Lakhs approx. per annum). However, the compensation will not be a constraint for a deserving candidate.

Period of engagement: The tenure for the position is for five years on contractual basis with an option for renewal upto a period which shall not exceed the date of superannuation. Either party may give three months' notice for termination of the contract.

How to apply: Eligible candidates applying for the position should email their profile/resume to secretary@transearchindia.com . Candidates who have applied for this position earlier need not apply again if there are no significant changes in their experience/qualifications.

Candidates employed in ICSI (internal candidates) may also be considered subject to fulfillment of the conditions. The Core-Group/Interview Board constituted for the purpose reserves the right to reject the name of any candidate at any stage without assigning any reason whatsoever. The right to consider the candidature of others identified through professional search process is reserved.

The last date of submission of the resume/profile is 21st September, 2012.

This advertisement is in supersession of the earlier advertisement published in the month of March, 2012 for this position at ICSI.
