



**THE INSTITUTE OF  
Company Secretaries of India**  
**भारतीय कम्पनी सचिव संस्थान**  
**IN PURSUIT OF PROFESSIONAL EXCELLENCE**  
Statutory body under an Act of Parliament

### CAREER OPPORTUNITIES

In accordance to the understanding between the Ministry of Corporate Affairs and ICSI for deployment of Resources on contract by ICSI at the “Central Registration Centre” for processing of Company “Name Availability” (RUN) and “Incorporation” (SPICE) forms, the ICSI invites applications for the following posts (on contractual basis) at Central Registration Centre, Corporate Bhawan, IICA, Manesar, near Gurgaon (Haryana) :-

<b>Name of the Post</b>	<b>Consolidated Payout per Month (Rs.)</b>	<b>Age (as on 01.05.2019)</b>	<b>Total No. of Posts</b>
<b>Administrator (CRC) (On Contractual Basis)</b>	Upto 1,25,000/-	Between 40- 55 years	1
<b>Floor Manager (CRC) (On Contractual Basis)</b>	Upto 75,000/-	Between 35- 55 years	1
<b>CRC Executives (On Contractual Basis)</b>	Upto Rs. 40000/-	Maximum Age -32 years	50

**(1) ADMINISTRATOR (CRC)**

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**NO. OF POSTS :** 1 [Manesar, near Gurgaon (Haryana)]**AGE** (as on 01.05.2019) Between 40- 55 years

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**CONSOLIDATED PAYOUT:** upto 1,25,000/- per month**PERIOD OF CONTRACT**

The tenure for the position is for 1 (one) year on contractual basis with an option with ICSI for renewal upto a period of further 2 (two) years.

**QUALIFICATION**

Member of The Institute of Company Secretaries of India

OR

Two years full-time Post Graduate Degree / Diploma in Management

**EXPERIENCE :**

Minimum 10 years experience in Government Organisation/ Autonomous Body/Educational Institution/ University/ Statutory Body/ Large Public Sector Undertaking/Large Private Sector Company or 10 years in Practice as Company Secretary or combination of both. Preference would be given to candidates with Human Resource background having experience in managing human resources.

(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience)

**JOB CONTENTS:**

1. Overseeing the General Administration, Office Maintenance & General Discipline etc.
2. Recruitment of Executives as per the demand of work
3. Monitoring office operations and procedures;
4. On the Job Training, capacity building workshops for Executives from time to time.
5. Monitoring and forwarding the attendance record of the persons working at CRC.
6. Controlling correspondence;
7. Monitoring the filing systems
8. Reviewing and approving supply requisitions.
9. Monitoring complaints and resolving problems
10. Monitoring functions related to the CRC
11. Monitoring of performance and consistency of CRC Executives in coordination with ROC CRC.
12. Review and submission of periodic Reports & returns including collation of data to CRC, Committee.
13. Overseeing staff welfare as may be considered necessary including canteen, etc. and also facilitate their meal, tea and other necessities.
14. Liaise with officers of ROC-CRC to handle requests and queries at CRC.
15. Act as Nodal Officer between ROC and ICSI
16. Reviewing and approving the invoices/ correspondence and other necessary documents;
17. Raising bills/invoices to MCA.
18. Ensure the daily productivity of CS Executives - daily disposal of minimum number of Company/LLP Eforms.
19. Highlight the (Application & Technical and Infra & Hardware) issues to RoC-CRC and Infosys (SPOCs & REs)
20. Any other task assigned by the CRC Committee from time to time

**(2) FLOOR MANAGER (CRC)**

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**NO. OF POSTS:** 1 [Manesar, near Gurgaon (Haryana)]

**AGE** (as on 01.05.2019) Between 35- 55 years

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**CONSOLIDATED PAYOUT:** upto 75,000/- per month

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### **PERIOD OF CONTRACT**

The tenure for the position is for 1 (one) year on contractual basis with an option with ICSI for renewal upto a period of further 2 (two) years.

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### **QUALIFICATION**

Graduation from any recognized University

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### **EXPERIENCE :**

Minimum 10 years experience in Government Organisation/ Autonomous Body/Educational Institution/ University/ Statutory Body/ Large Public Sector Undertaking/Large Private Sector Company. Preference would be given to candidates with Human Resource background having experience in managing human resources.

(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience)

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### **JOB CONTENTS:**

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1. Assist in Maintaining office services
2. Assist in Recruitment of Executives as per the demand of work
3. Organizing office operations and procedures

4. Assist in providing On the Job Training, capacity building workshops for Executives from time to time.
5. Preparing , maintaining and forwarding the attendance of the persons working at CRC, Manesar
6. Drafting and presenting correspondence on various matters to the Administrator;
7. Designing & Controlling the filing systems
8. Finalising and raising supply requisitions
9. Addressing complaints and resolving problems of CRC Executives
10. Assigning functions to the CRC Executives
11. Keeping track of performance and consistency of CRC Executives in coordination with ROC CRC.
12. Preparation of periodic Reports & returns including collation of data.
13. Monitor the office maintenance
14. Arrange for necessary medical or any exigency to the CRC Executives
15. Arrange for appropriate staff welfare as may be considered necessary including canteen, etc. and also facilitate them meal, tea and other necessities.
16. Act as the point of contact between Administrator and Executive (CRC)
17. Processing the invoices/ correspondence and other necessary documents.
18. Computation of remuneration of the CS Executives on the productivity of the CS executive's benchmark
19. Will be responsible for the task of Administrator in his absence.
20. Any other task as assigned by Administrator / ICSI from time to time.

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**(3) CRC EXECUTIVES**

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**NO. OF POSTS**

50 [Manesar, near Gurgaon (Haryana)]

**AGE** (as on 01.05.2019)      Maximum Age 32 years

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**CONSOLIDATED PAYOUT:**

The Consolidated payout will be in the range of Rs. 33000 to Rs. 40000 per month

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**PERIOD OF CONTRACT**

The tenure for the position is for 1 (one) year on contractual basis with an option with ICSI for renewal upto a period of further 2 (two) years.

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**QUALIFICATION**

Member of The Institute of Company Secretaries of India

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**EXPERIENCE :**

Preference shall be given to the candidates having a post qualification experience of one to two years and more than two years. Only in case where there is no candidate found left with of one to two years and more than two years of post-qualification experience, shall candidates having post qualification experience of up to one year be considered.

(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience)

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**JOB CONTENTS:**

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Processing of name reservation application Company Incorporation e-Forms and any other related work

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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 **08.05.2019 to 24.05.2019 (24.05.2019 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. **The candidates who were employed through ICSI at CRC, Manesar or Investor Education and Protection Fund Authority (IEPF), New Delhi are not eligible for applying for the post of CRC Executives.**
2. Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).
3. **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is 01.05.2019**

**CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION : 24.05.2019 \_**

1	<p><b>Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post.</b> 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. <b>Applicants must fill the online Form very carefully.</b> 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.</p>
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2	<p><b>Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding further Selection Process.</b> 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.</p>
3	<p>All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested <b>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.</b> Candidates may take out the print out in token of acceptance of on-line applications &amp; no separate acknowledgement to the effect would be sent.</p>
4	<p>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% &amp; not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages.</p>
5	<p><b>While Filling the Online Resume Form :-</b></p> <ol style="list-style-type: none"> <li>1. Don't enter Special Characters like " " / ' ' / &amp; etc.</li> <li>2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board &amp; School Name / etc.</li> <li>3. Upload a resume file which does not exceed 100 KB.</li> </ol>

### **GENERAL CONDITIONS**

1	<p>The candidates selected as CRC Executives shall undergo an orientation programme which will equip them to get acquainted and to perform the functions of CRC.</p>
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2	Engagement will be on full working day basis and their place of work shall be Central Registration Centre, Corporate Bhawan, IICA, Manesar, Haryana
3	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.
4	The shortlisted candidates after screening by the Selection Committee shall be informed about the final selection process.
5	No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion
6	The "ICSI" takes no responsibility for any delay in receipt or loss in transmitting of any applications or communication.
7	Canvassing in any form will straightway disqualify the candidature.
8	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

**[Online Resume submission \(Click Here\)](#)**

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

Gaurav Mehta

CRC Committee Associate

Email : [gaurav.mehta@icsi.edu](mailto:gaurav.mehta@icsi.edu)

website : [www.icsi.edu](http://www.icsi.edu).