

Stages to become a Company Secretary

The student who would like to join the Course after 10+2 has to undergo three stages to pursue the Company Secretaries Course i.e.

Foundation Programme

Executive Programme

Professional Programme

In addition, the student has to undergo Practical Training for about 15 months which a student may opt to start after passing the Executive Programme.

The Student who would like to join the Course after passing the Graduation has to undergo two stages of the Company Secretaryship i.e.

Executive Programme

Professional Programme

Besides, the student has to undergo Practical Training for about 15 months.

Foundation Programme which is of eight months duration can be pursued by 10+2 pass students of Arts, Science or Commerce stream.

Executive Programme can be pursued by a Graduate of all streams except Fine Arts.

Professional Programme can be pursued only after clearing the Executive Programme of CS Course.

Training: A Student has to undergo 15 months Management Training in Companies sponsored by the Institute after passing the Executive or Professional Programme or under the guidance of a Company Secretary in Practice.

After qualifying Professional Examination and on successful completion of training a candidate is admitted as an Associate Member of the ICSI and can use the letters ACS after his/her name i.e. Associate Company Secretary.

Admission to the CS Course is open throughout the year. Examinations are held twice a year in June & December.

Cut off dates for admission to CS course:

For Foundation Programme

31st March for appearing in December Examination in the same year

30th September for June Examination next year

For Executive Programme

28th February for December Exams in the same year

31st August for June Exam next year

CS Prospectus can be obtained from any of the offices of the Institute across India and

Cost of Prospectus for Foundation Programme : Rs. 200/- by cash payment while

Rs. 250/- by Post or courier

Cost of Prospectus for the Executive Programme : Rs. 300/- by cash payment while Rs.350/- by Post or courier

Payment Option : The payment can be sent to the Headquarters by demand draft drawn in favour of 'The Institute of Company Secretaries of India' payable at New Delhi OR by cash across the counter from the Headquarters, Regional Offices & a few of the Chapters.

Fee Structure for CS Course

The fee for CS Foundation Programme is - Rs. 3,600/-

for Executive Programme - Rs.7000/- for Commerce Graduates while -Rs. 7750/- for Non Commerce Student

ICSI offices across India

The ICSI has its Headquarters at ICSI House 22 Institutional Area Lodi Road New Delhi and Regional offices at Mumbai, Kolkata, Chennai & New Delhi and 69 Chapters located in various cities in India.

ICSI has 66 Examination Centres scattered all over India including one overseas centre at Dubai.

he various Universities for admission to PhD Course