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Introduction

Company Secretary is one who acts as the mediator between the company and its Board of Directors, government, shareholders and regulatory authorities. The job of a company secretary is to ensure that the Board procedures are strictly followed and regularly revised. Company Secretary is the conscience seeker of a company. He or she guides the Chairman and the Directors on how to make the best use of their responsibilities under various laws.

As per the Companies Act, 1956, every company with a paid-up share capital of Rs. Two crores or above has to appoint a whole time Company Secretary. The Institute of Company Secretaries of India (ICSI) has developed and regulated the profession of Company Secretaries in the country.

Career Prospects for Company Secretary

As per the Companies Act, 1956, every company with a paid-up share capital of Rs. Two crores or above has to appoint a whole time Company Secretary.

A Company Secretary can:

1. Get employment in Government accounts or Law Departments.
2. Become a chairman or Managing Director of a company or be a part of esteemed board of a company.
3. Become an expert in corporate laws, Securities Laws & Capital Market, and Corporate Governance.
4. Chief Advisor to the Board of Directors on best practices in corporate governance.
5. Corporate Planner and Strategic Manager.
6. Go for independent practice

Company Secretary has a great scope of employment in Private Companies, Consulting Firms, Financial Institutions, Banks, Department Of Company Affairs and Other Regulatory Bodies.

Eligibility:

The minimum eligibility to gain entry in the Foundation Course is a pass in 10+2 examination or its equivalent in any stream. Candidate who has enrolled for the 10+2 examination can apply with the proof of passing the examination within 6 months. Students of any discipline in Arts, Commerce and Science (excluding Fine Arts) can pursue Company Secretary Course.

Medium of Examination

Institute allows Hindi/ English for writing the examination.

Different Stages of Company Secretary Course:

A candidate needs to clear 3 stages to qualify as Company Secretary and these are:

1. Foundation Programme
2. Executive Programme Module 1 and 2
3. Professional Programme Module 1,2,3 and 4

Different Stages one by one

Foundation Program

- Step 1** Pass 10+2 or Equivalent
- Step 2** Enroll with the Institute for Foundation Course
- Step 3** Complete the compulsory Postal Coaching
- Step 4** Pass the Foundation Examination

Executive Program

- Step 1** Pass CS Foundation Examination or Graduation
- Step 2** Enroll for CS Executive Program
- Step 3** Undergo compulsory postal tuition
- Step 4** Undergo Compulsory Computer Training
- Step 5** Pass the Examination successfully

Professional Program

- Step 1** Pass CS Executive Course successfully
- Step 2** Register for Professional Program examination at least 9 Calendar months prior to the month in which the examination commences.
- Step 3** Appear in Professional Program
- Step 4** Pass successfully

Subjects to be studied

Course	Subjects
CS Foundation	Paper 1 English and Business Communication Paper 2 Basic Economics Basic Environment Paper 3 Financial Accounting Paper 4 Elements of Business Laws and Management
CS Executive Program Module 1	Paper 1 General and Commercial Law Paper 2 Company accounts, Cost and Management Accounts Paper 3 Tax Laws
CS Executive Program Module 2	Paper 4 Company Laws Paper 5 Economics and Labour Laws Paper 6 Securities law and Compliances
CS Professional Program Module 1	Paper 1 Company Secretarial Practice Paper 2 Drafting, Appearance and Pleadings
CS Professional Program Module 2	Paper 3 Financial Treasury and Forex Management Paper 4 Corporate Restructuring and Insolvency
CS Professional Program Module 3	Paper 5 Strategic Management, Alliances and International trade Paper 6 Advanced Tax Laws and Practice
CS Professional Program Module 4	Paper 7 Due Diligence and Corporate Management Paper 8 Governance, Business Ethics, and Sustainability

Fee Structure for CS Course

- The fee for CS Foundation Programme Rs. 3,600/-
- For Executive Programme Rs. 7000/- for Commerce Graduates while
Rs. 7750/- for Non Commerce Students

* The fee structure given above is as on March, 2009 by The Institute of Company Secretaries of India.

Prospectus and Application form

- **For CS Foundation Program**
Cash Payment: Rs. 200/-
By Post/ Courier: DD/PO Rs. 250/-
- **For CS Executive Program**
Cash Payment: Rs. 300/-
By Post/ Courier: DD/PO Rs. 350/-

In favour of 'The Institute of company secretaries of India' payable at New Delhi.

And send it to:

The Institute of Company Secretaries of India
ICSI House, 22, Institutional Area
Lodhi Road,
New Delhi- 110003

For More Details log on to Institute's website: www.icsi.edu

Frequently Asked Question

Q.1 Is it a secretarial job?

Ans. A Company Secretary is a very important member of the company's management. He/ She Company Secretary has nothing to do with regular secretarial work. A Company Secretary is a professional whose role in a corporate set up is that of an advisor for legal matters.

Q.2 I am Graduate. Can I pursue CS?

Ans. Graduates or post-graduates in commerce, or any other discipline except fine arts, are allowed to skip the foundation course and enrolled directly for the intermediate examination. This exemption is also extended to those who have passed out of the Institute of Cost and Works Accountancy or the Institute of Chartered Accountants of India. For better prospects one may opt for the Company Secretary course after having completed either the Cost and Works Accountancy course or the Chartered Accountancy course or both.

Q.3 Where are the centers of the institute?

Ans. The Institute has headquarters at New Delhi. Offices at Calcutta, Chennai, Delhi and Mumbai, four regional councils and thirty-six chapters of the Institute in various cities provide the infrastructure through which the Institute functions. This course is a mixture of postal tuition and optional coaching classes. Study material is provided to the students at the time of admission. On completion of postal coaching and contact classes, if the student has opted for it, he or she is eligible for appearing for the examinations conducted by the Institute. Registration for each examination needs to be done at least nine months before the month in which the examination is held. The examinations are held in June and December every year. Examinations are held at thirty-six centers.

Q4. What are the places where examinations are held?

Ans. The Institute has its headquarters at New Delhi and four regional offices of Calcutta, Chennai, Delhi and Mumbai. The Institute has four Regional Councils and under their jurisdiction there are thirty-six Chapters: Eastern Region: Bhubaheshwar, Guwahati, Jamshedpur, Patna, Ranchi Northern Region: Chandigarh, Faridabad, Ghaziabad, Jaipur, Kanpur, Ludhiana, Lucknow, Modinagar, Noida (U P), Shimla, and Udaipur Southern Region: Bangalore, Coimbatore, Cochin, Hyderabad, Madurai, Mangalore, Mysore, Pondicherry, Tiruchirapalli, Thiruvananthapuram, and Vishakapatnam Western Region: Ahmedabad, Bhopal, Dombivli, Goa, Indore, Nagpur, Pune, Surat, and Vadodara. In addition the Institute has 16 Satellite Chapters, which are located at Agra, Allahabad, Gurgaon, Jodhpur, Meerut, Beawar, Yamuna Nagar, Varanasi, Bhilwara, Bareilly, Dharwad, Kottayam, Thrissur, Vijayawada, Nasik, Raipur.

Q.5 Is there any age restriction for ATC course?

Ans. No.

Q.6 Is there any minimum percentage of marks in secondary examination required for admission in ATC/ IPCC?

Ans. No, there is no such rule for admission.

Q.7 What is the difference in CA, CWA and CS?

Ans. The main difference in the CA, CWA and CS is that all are different courses and the exams are conducted by their concerned examination body. CA is overall financial control, CWA is cost analysis and, CS is company secretary ship.



The Scanner Academy is a not for profit organization (NGO). It aspires to enhance the *ability to earn* by increasing the *ability to learn* to improve present standard of living of every human being.

- We adopt the method of testing the individuals to evaluate their present skill set, by assessing the individual's inborn abilities, inclination, orientation, and present skill set.
- Afterwards, we provide trainings which are more appropriate as per the needs, inclination and market. Then the individual is continuously evaluated, updated as per the requirement and need.
- We conduct such kind of programs at our place as well as in collaboration with other private and public organizations.
- We run employability enhancement program and facilitate the participants for the jobs to stand on their feet.

Vision

Our vision is to be a perennial source of wisdom which can flow through every gray area of individuals, groups and organization to empower them to respond faster and more intuitively to the changing external environment and to enable them to become more agile and competitive through leveraging their ability to learn.

Mission

To achieve our vision we shall organize assessment / training programs for individuals and groups to discover and hone their natural talents, with the objective to enhance their intrinsic and extrinsic worth and put them on a path of continual upward spiral growth.

We dream to be there, where there is an opportunity to Educate, Enhance, skill and Develop one, few or many.

We have range of training program for the range of groups and individuals. We cater different groups' like- Coaching Institutes, Industries, Students, Schools, Colleges/ Universities, Job hunters with professional Degree, Job Hunters with No professional Degree, Self Employed, Educated housewives and others.

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