



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



CBSE/Dir/SE/2025

Date: 06.05.2025

ICSI Career Guidance Program –regarding

The Board is in receipt of letter dated 21.04.2025 from Sh S K Nagar, Joint Secretary, The INSTITUTE of Company Secretaries of India (Under the administrative jurisdiction of the Ministry of Corporate Affairs, Government of India) related to ICSI's awareness programme for the students studying in classes XI and XII. A copy of the pamphlet (comprising details of CS course, ICSI Offices etc) is annexed as annexure D.

Therefore, the Principals of all CBSE affiliated schools are requested to disseminate this information among all the stakeholders and to ensure that students and other stakeholders are well informed about this valuable career guidance initiative.

Biswajit Saha

Dr. Biswajit Saha
Director (Skill Education)

Enclosed: Letter dated 21.04.2025 from Sh S K Nagar, Joint Secretary, The Institute of Company Secretaries of India (Under the administrative jurisdiction of the Ministry of Corporate Affairs, Government of India)

Copy to the respective Heads of Directorates, Organizations, and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction

1. Sh S K Nagar, Joint Secretary, The Institute of Company Secretaries of India (Under the administrative jurisdiction of the Ministry of Corporate Affairs, Government of India) for kind information
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, Delhi-110016
3. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida -201309.
4. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi- 110054
5. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh -160017
6. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737101
7. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar - 791 111
8. The Director of Education, Govt. of Andaman & Nicobar Islands, Port Blair – 744101
9. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, New Delhi

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'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली-110002

'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002

फ़ोन/Telephone: 011-23216963, 23214737 वेबसाइट/Website :<http://www.cbseacademic.nic.in> ई-मेल/e-mail:directorvoc.cbse@gmail.com.



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10. The Secretary, Sainik Schools Society, Room No.101, D-1 Wing, Sena Bhawan, New Delhi
11. The Additional Director, General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi – 110001
12. The Secretary, AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt – 110010
13. The Secretary, Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
14. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha-751005.
15. The Deputy Secretary to Chairperson, CBSE - for kind information of the Chairperson, CBSE All the Heads of Department of the Board.
16. All the Regional Directors/Regional Officers/Head-COEs, CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions for compliance.
17. Deputy Secretary (Media & Public Relations), CBSE for wider publicity of the notification
18. Under Secretary (IT), CBSE, Rouse Avenue with the request to upload this notification on the CBSE Academic website.
19. Incharge, Hindi Cell, CBSE HQ – for Hindi Translation of this notification.

Director (Skill Education)



‘शिक्षा सदन’ ,17 राऊज़ एवेन्यू ,इंस्टीटूशनल एरिया, नई दिल्ली-110002

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THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

April 21, 2025

Sh. Rahul Singh, IAS,
Chairman, Central Board of Secondary Education,
Shiksha Kendra, 2, Community Centre,
Preet Vihar, Delhi - 110092.

Dear Sir,

Greetings from The Institute of Company Secretaries of India!

About the ICSI: You may kindly be aware that the Institute of Company Secretaries of India (ICSI) is a statutory body established by the Parliament of India under the provisions of **The Company Secretaries Act, 1980** to regulate and develop the profession of Company Secretaries in India. The Institute works under the administrative jurisdiction of the **Ministry of Corporate Affairs (MCA)** and boasts of its headquarters in New Delhi, along with 4 Regional Offices, 73 Chapter Offices and 3 CCGRT (Centre for Corporate Governance, Research and Training) in Mumbai, Hyderabad and Kolkata, as also its Overseas Centres in Australia, Canada, Singapore, UAE, UK and USA.

Currently, around **2,00,000 students** are pursuing the Company Secretaryship Course, and the Institute has around **75,000 members** who are actively contributing to the Indian Corporate landscape. In terms of recognition by the Government of India, the Institute has received patronage and encouragement on a regular basis from offices as high as that of the President, the Vice President, the Prime Minister, and the Defence Minister of India by way of their motivational addresses at our National Programmes.

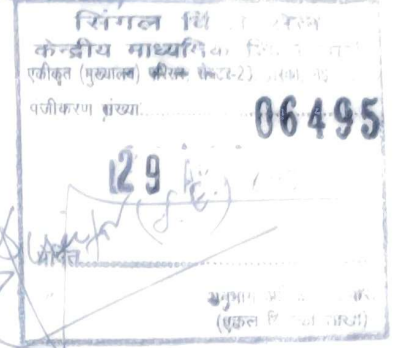
About Company Secretaryship Course: Career as a Company Secretary is both intellectually stimulating and highly rewarding and is now becoming the first career choice by those who have a keen interest in areas like *corporate governance, legal compliance etc.* in India as well as abroad. We urge upon you to visit the Institute's website www.icsi.edu at your convenience to gain more insights into activities of the Institute.

As regards eligibility to register for the Company Secretaryship Course, please note that, to register for Company Secretary Executive Entrance Test (CSEET) which is an entrance examination for the Company Secretaryship Course, an individual needs to be either a passed-out or appearing in Senior Secondary (10+2) examination (or its equivalent).

Also, to facilitate the students, the entire registration process for CSEET as well as CS (Executive) Programme respectively has been made available on the website of the ICSI. The link thereof is as follows:

- <https://smash.icsi.edu/Scripts/Registration/Instructions.aspx?ID=R1>

About ICSI's Career Guidance Programmes: As a part of its mandate, the ICSI carries on and conducts Career Awareness activities in different Schools across the country, wherein, Students of Classes XI and XII are briefed and informed about the Company Secretaryship Course as also the career option there to



Vision

"To be a global leader in promoting
good corporate governance"

Motto

सत्यं वद। धर्मं चर।
इष्टं कुरु। तृप्तं कुरु।

Mission

"To develop high calibre professionals
facilitating good corporate governance"



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
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 Statutory body under an Act of Parliament
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(2)

them post the qualification. The Career Awareness Sessions by the ICSI are crafted in such a manner that the attending students are provided with comprehensive information about the CS Course including *inter alia* the eligibility and admission criteria, registration procedure, different stages of the Course and a wide array of professional opportunities awaiting those who successfully complete the CS Course. Further, to add to the excitement of the attending students, we incorporate different fun activities (Fish Bowl, Fun Quiz *et al*) with lucrative prizes as a part of the CAP.

We wish to bring to your kind notice, that, the ICSI, through its different Chapter and Regional Offices (located in different parts of the Country) has conducted Career Guidance Programmes (on a pan-India basis) in the following chain of Schools established by the Government of India:

- (a) **Jawahar Navodaya Vidyalayas** (established under the Ministry of Education, Department of School Education & Literacy, Govt. of India) targeting socially and economically backward students who lack access to accelerated learning due to financial, social and rural disadvantages, The letter dt. August 14, 2024 issued by Navodaya Vidyalaya Samiti in this regard is annexed herewith as **Annexure 'A'**;
- (b) **Eklavya Model Residential Schools** (established under the Ministry of Tribal Affairs, Government of India) targeting tribal students from remote areas The letter dt. August 14, 2024 issued by Navodaya Vidyalaya Samiti in this regard is annexed herewith as **Annexure 'B'**.

Prior Association with CBSE: Further, apart from the fact that our major CAP activity being focused on (resulting into majority student population coming from) Schools affiliated to the CBSE, a notification dt. November 03, 2023 (attached as **Annexure 'C'**) was also issued by **Director, Skill Education, CBSE** to all the Heads of the Schools (affiliated to CBSE) informing providing details of **The ICSI's Commerce Olympiad** for further dissemination to their students.

(We wish to clarify that the entire cost for conducting the CAP shall be borne by ICSI itself, with no financial burden on the School).

Financial Benefit Schemes for the Students: The ICSI offers various 'fee waiver' and 'fee concession' schemes for its students.

ICSI's fee waiver schemes (100% fee waiver) are applicable to:

- (a) Indian Armed Forces;
- (b) Paramilitary forces;
- (c) Agni Veers;
- (d) Families of Martyrs and Wards of Indian Armed Forces;
- (e) Students from Jammu & Kashmir;
- (f) Students from Ladakh and;
- (g) Meritorious and Economically-weaker students.²



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

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ICSI's fee concession scheme is applicable to:


- (a) Students from UT of Andaman & Nicobar Islands;
- (b) Students from UT of Lakshadweep;
- (c) Students from North-Eastern States;
- (d) Students from the State of Himachal Pradesh;
- (e) Students belonging to SC/ST community; and
- (f) Students belonging to physically handicapped category.

Request for Indulgence: In view of the commonality of the objectives of both the Institutions (viz., The CBSE and The ICSI), specifically in terms of promoting interest of the Students, we seek your kind indulgence in giving a directive to all the Schools (affiliated with the CBSE) to allow and facilitate the conduct of ICSI's Career Awareness Programmes for their students studying in Classes XI and XII. A copy of the pamphlet (comprising details of CS Course, ICSI Offices etc) is annexed herewith as **Annexure 'D'**, for your kind reference, please.

We shall be glad to provide any further information and query that your High Offices may have in regard to any of the aforementioned subjects. The undersigned can be reached out for the same at the email id and mobile number provided in the table below:

- Email id: sanjay.nagar@icsi.edu
- Mobile: 9313339897.

We look forward to a positive and early response from your end.


S K Nagar

Joint Secretary, The ICSI



THE INSTITUTE OF
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान
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Vision

"To be a global leader in promoting good corporate governance"

Motto

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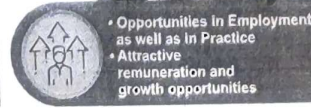
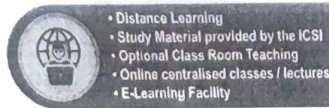
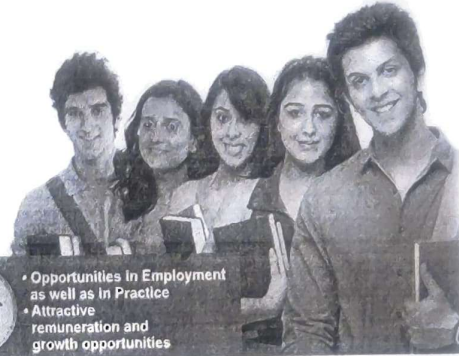
Mission

"To develop high calibre professionals facilitating good corporate governance"

Company Secretary (CS)

A Career with Endless Opportunities

Join CS Course Now

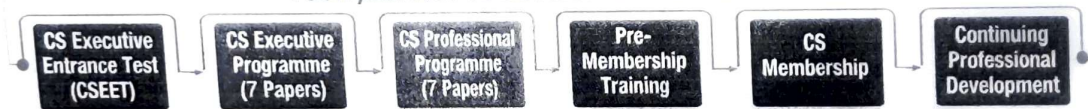


UGC recognises CS qualification as equivalent to Post Graduate Degree

UK ENIC has benchmarked CS Executive and CS Professional Programme as Bachelor and Master degree respectively, with reference to UK and UAE qualification

Journey from a Student to a Company Secretary

YOUR JOURNEY TO SUCCESS BEGINS TODAY



CS EXECUTIVE ENTRANCE TEST (CSEET)	CS EXECUTIVE PROGRAMME
<p>Eligibility - Senior Secondary Examination (10+2 pattern) pass /appearing Student or Equivalent thereto</p> <p>CUT-OFF DATES FOR REGISTRATION</p> <ul style="list-style-type: none"> May CSEET - 16th December - 15th April July CSEET - 16th April - 15th June November CSEET - 16th June - 15th October January CSEET - 16th October - 15th December <p>FEE : Rs.2,000/-</p> <p>Coverage</p> <ol style="list-style-type: none"> Business Communication Legal Aptitude and Logical Reasoning Economic and Business Environment Current Affairs and Quantitative Aptitude 	<p>Eligibility - CSEET pass students (Senior Secondary Examination (10+2 pattern) pass & with CSEET result not older than one year) CS Foundation Programme Pass students / *Graduates/ Post Graduates/ CA Final Pass students/ CMA Final Pass students (*Students appearing in the final year / final semester examination of graduation can registered provisionally upon submission by them of their Final Year/Final Semester Graduation Admit Cards)</p> <p>CUT-OFF DATES FOR REGISTRATION</p> <ul style="list-style-type: none"> 31st May (Both groups in December examination - same year) 31st July (One group in December examination - same year) 30th November (Both groups in June examination - next year) 31st January (One group in June examination - same year) <p>FEE : Rs.18,400/- CSEET Qualified Students / CS Foundation Pass Rs.23,400/- For Graduates/Post Graduates / ICAI / ICAI Final Course Pass students</p> <p>Subjects - Group I (4 Papers)</p> <ol style="list-style-type: none"> 1) Jurisprudence, Interpretation & General Laws 2) Company Law & Practice 3) Setting up of Business, Industrial & Labour Laws 4) Corporate Accounting & Financial Management <p>Group II (3 Papers)</p> <ol style="list-style-type: none"> 1) Capital Market & Securities Laws 2) Economic, Commercial & Intellectual Property Laws 3) Tax Laws & Practice

CS PROFESSIONAL PROGRAMME	Medium of Examination:
<p>Eligibility - CS Executive Programme Pass Students</p> <p>CUT-OFF DATES FOR REGISTRATION</p> <ul style="list-style-type: none"> 31st May (Both groups in December examination - same year) 31st July (One group in December examination - same year) 30th November (Both groups in June examination - next year) 31st January (One group in June examination - same year) <p>FEE - Rs. 20,000/-</p> <p>Subjects Group I (4 Papers)</p> <ol style="list-style-type: none"> 1. Environmental, Social and Governance (ESG) - Principles & Practice 2. Drafting, Pleadings and Appearances 3. Compliance Management, Audit & Due Diligence 4. Elective 1 (Select one Paper out of 4 Elective Papers) <ol style="list-style-type: none"> 4.1 CSR & Social Governance 4.2 Internal and Forensic Audit 4.3 Intellectual Property Rights-Law & Practice 4.4 Artificial Intelligence, Data Analytics and Cyber Security-Laws & Practice <p>GROUP II (3 Papers)</p> <ol style="list-style-type: none"> 5. Strategic Management & Corporate Finance 6. Corporate Restructuring, Valuation and Insolvency 7. Elective 2 (Select one Paper out of 5 Elective Papers) <ol style="list-style-type: none"> 7.1 Arbitration, Mediation & Conciliation 7.2 Goods and Services Tax (GST) & Corporate Tax Planning 7.3 Labour Laws & Practice 7.4 Banking & Insurance - Laws & Practice 7.5 Insolvency and Bankruptcy - Law & Practice 	<p>The Institute allows the students to appear in Institute's examination in English or Hindi medium, subject to other prescribed guidelines in this regard.</p> <p>Mandatory Training:</p> <p>Students are required to fulfill the following training requirements.</p> <ul style="list-style-type: none"> • TDOP (Three Days Orientation Programme) • One-month Executive Development Programme (EDP) (15 days classroom mode & 15 days Online mode) after passing CS Executive. • Practical training of 21 months. • Corporate Leadership Development Programme (CLDP) after passing CS Professional Programme.

100% FEE WAIVER

- For Indian Armed forces, Paramilitary forces, Agni veers, Families of Martyrs and Wards of Indian Armed forces & paramilitary forces registering for CS Executive Programme.
- For students of Jammu & Kashmir, Ladakh registering for the CSEET and CS Executive Programme

FEE CONCESSION

- For SC/ST, Physically Handicapped category
- For students of Andaman & Nicobar Islands, Lakshadweep, North Eastern states and Himachal Pradesh registering for CSEET & CS Executive Programme.

OTHER BENEFITS

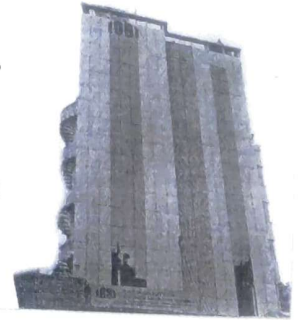
- Fee waiver under SEFT scheme for meritorious and economically weaker students
- Education Loan facility by Canara Bank for students.

Company Secretary (CS) - The New Age Governance Professional

ROLE OF COMPANY SECRETARY

The Institute of Company Secretaries of India (ICSI)

- Statutory Body established under an Act of Parliament, i.e., the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries
- Functions under the jurisdiction of Ministry of Corporate Affairs, Government of India
- Headquarter in New Delhi & 4 Regional Offices in New Delhi, Kolkata, Mumbai, Chennai
- 73 Chapters across India & 3 Centres for Corporate Governance, Research and Training (ICSI-CCGRT) in Mumbai, Hyderabad and Kolkata
- Study Centres and Examination Centres across India
- Overseas Centres in Australia, Canada, Singapore, UAE, UK and USA



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CCGRT, MUMBAI: 022-41021503, CCGRT, HYDERABAD: 040-27177722, CCGRT KOLKATA: 033-22902179

Connect with ICSI

www.icsi.edu | | Online helpdesk : <http://support.icsi.edu>

ICSI SUPPORT DESK : 0120-4522 000 (MONDAY TO FRIDAY 9:30 AM TO 5:00 PM)