



Department of school education

Sheet No 16.

Career of the day

Company Secretary

Date 18/11/2021

Introduction

Company Secretary is important post in Private Sector, Company or Public sector organization. CS is responsible for maintaining and auditing the company tax returns, keep records, advising board of directors regarding financial position of the company.

Eligibility

Candidates should have passed +2 in Arts , Commerce or Sciences.

Institutes/Universities

The Institute of Company Secretaries of India commonly known as ICSI. Website is www.icsi.edu

Courses available

There are three main programmes after +2 1. Foundation Programme 2. Executive Programme 3. Professional Programme. After graduations person can take lateral entry into second programme i.e. Executive Programme. ICSI conducts exam twice a year 1. In June 2. In December . Group Discussion and personal interview are also held

Job Opportunities

1. Assistant Director 2. Company Registrar 3. Legal Advisor 4. Company policy Maker 5. Corporate Planner, Chairman, managing Directors, Administrative Officer etc.

For details visit Mashaal website regularly and contact your school counselor

Mon- Sciences, Tuesday- emerging career, Wednesday- Arts , Thursday- Commerce
Friday- Sports, Saturday- Entrepreneurship/Vocational/ NSQF/ Employment Generation