

## 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 post (on contractual basis) at Central Registration Centre, Corporate Bhawan, IICA, Manesar, near Gurgaon (Haryana) :-

Name of the Post	Consolidated Payout per Month	Age (as on 01.03.2024)	Total No. of Post
Administrator (CRC) (On Contractual Basis)	Upto Rs.1,25,000/-	Between 40- 55 years	01

### ADMINISTRATOR (CRC)

**NO. OF POST:** 01 [Manesar, near Gurgaon (Haryana)]

**AGE** (as on 01.03.2024) : Between 40- 55 years

**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 Post Graduate Degree / Diploma in Management

### EXPERIENCE:

Minimum 10 years experience in Government Organization/ Autonomous Body/Educational Institution/ University/ Statutory Body/ Large Public Sector Undertaking/Large Private Sector Company or combination of both. Preference would be given to candidates with Human Resource background having experience in managing human resources or 3 years Working experience as Floor Manager in any of the Center of the Ministry of Corporate Affairs.

(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/CSE/CPACe or any other Center of the Ministry at Manesar.
6. Controlling correspondence.
7. Monitoring the filing systems.

8. Reviewing and approving supply requisitions.
9. Monitoring complaints and resolving problems.
10. Monitoring of performance and consistency of CRC Executives and other Centers in Manesar in coordination with the concerned ROCs.
11. Review and submission of periodic Reports & returns including collation of data to the Concerned ROC and the Ministry.
12. Overseeing staff welfare as may be considered necessary.
13. Liaise with officers of ROC-CRC and other Centers to handle requests and queries at CRC or other Center.
14. Act as Nodal Officer between ROC and ICSI.
15. Reviewing and approving the invoices/ correspondence and other necessary documents.
16. Raising bills/invoices to MCA.
17. Ensure the daily productivity of CS Executives - daily disposal of minimum number of Company/LLP E-forms.
18. Highlight the (Application & Technical and Infra & Hardware) issues to ROC-CRC and other Centers and Infosys (SPOCs & REs)
19. Any other task assigned by the CRC Committee/ROC, CRC or any other ROC of any Center at Manesar from time to time.

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 **16.03.2024 to 31.03.2024 (31.03.2024 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. Before applying for the above post, the candidates should satisfy themselves regarding eligibility criteria required for the said post.
2. **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the above post is 01.03.2024**

**CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION: 31.03.2024**

1	<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.
2	<b>Candidates should have a valid e-mail address and are advised to check their mail</b>

	<b>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.
3	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 in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.
4	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% & not as 50%. In case grades are awarded, they should be converted to numerical equivalent percentages.
5	<b>While Filling the Online Resume Form :-</b> <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	All educational qualifications must have been obtained from recognized universities / Institutions in India or abroad. The courses offered by autonomous Institutions should be equivalent to the relevant courses approved/ recognized by Association of Indian Universities (AIU)/UGC/AICTE.
2	Mere submission of application / fulfilment of eligibility conditions will not confer any right on the candidate to be shortlisted / called for interview. The "ICSI" reserves the right to call interview only those candidates who in its opinion are most suitable for the post. The "ICSI" also reserves the right to reject any or all the applications without assigning any reason thereof. The decision of The "ICSI" in all matters regarding Eligibility, shortlisting of candidates, conduct of interview and selection will be final and binding on the applicants and no correspondence will be entertained in this regard.
3	The "ICSI" reserves the right to fix minimum eligibility standard/benchmark and restrict the number of candidates to be called for interview taking into account various factors like number of vacancies, performance of the candidates etc., and decide to determine the qualifying marks for selecting candidates for interview. The "ICSI" also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for interview. The decision of the "ICSI" in this regard shall be final and binding and no correspondence in this regard would be entertained with the candidates.
4	The "ICSI" reserves the right to increase/decrease the number of vacancies for any post, as advertised as per its requirement or not to fill up any post as per its requirement or even cancel the whole process of recruitment without assigning any reason.
5	The "ICSI" also reserves the right to alter / modify / relax any of the aforesaid eligibility criteria / conditions for deserving candidates.
6	Proficiency in Computer Applications is essential for the above post.
7	Engagement will be on full working day basis and their place of work shall be Central Registration

	Centre, Corporate Bhawan, IICA, Manesar, Haryana
8	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.
9	The shortlisted candidates after screening by the Selection Committee shall be informed about the final selection process.
10	No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion
11	The "ICSI" takes no responsibility for any delay in receipt or loss in transmitting of any applications or communication.
12	Canvassing in any form will straightway disqualify the candidature.
13	Any resultant dispute arising out of this advertisement shall be subject of the sole discretion of the courts situated at New Delhi.

**FOR APPLYING ONLINE, click on the link below**

**OR**

**Copy, Paste and Enter the link on the address bar of the internet Explorer / Google Chrome**

[https://www.icsi.in/recruitmenttest\\_crc/Index\\_ORG.aspx](https://www.icsi.in/recruitmenttest_crc/Index_ORG.aspx)

**(Note : 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 of any query please email at the below mentioned email address:

**Mr. Sajeevan P**  
**Joint Director (HR)**  
**The Institute of Company Secretaries of India**  
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