

## **COMPANY SECRETARY**

The growth and expansion of corporate sector due to liberalization and globalization has resulted growth in demand for specialists in almost every sphere. Company Secretary is such a specialized professional. A company secretary is one who is responsible for efficient management of the corporate sector and act as an advisor in legal matter. He co-ordinates various departments of the organization, ensures compliance of company legislations and advises directors on statutory requirements of the company. Apart from this, he also looks after finance, accounts, legal, personnel and administrative functions.

It is one of the most promising career of today's.

### **Courses Detail**

The Institute of Company Secretaries of India (ICSI) regulates the profession of Company Secretaries in India. It offers a three-stage course to qualify as Company Secretary. The Foundation Course is of 8 months that can be joined after 10+2 examination. After this, one can only be enrolled to the Intermediate Course, which is of 9 months. The last stage is the Final examination after which candidates required to undergo practical training. Thereafter candidates become eligible for Associate Members of ICSI.

### **Career Prospects**

As per the Companies Act 1956, a statutory requirement is that big companies are required to appoint a Company Secretary while the small companies are required to engage the services of a CS in whole time practice. In addition, the companies seeking listing on stock exchange are required to have a full-time qualified company secretary. Hence, there are ample career opportunities for Company Secretaries.

A Company Secretary can aspire to get employment opportunities in government accounts as well as in law departments.

Most of the qualified company secretaries can find well-paid positions in the public sector and corporate sector, banks and financial institutions, stock exchanges, company law boards and government departments.

Exposure to detailed study and practical training in various fields adds to versatility of a company secretary.

Small firms usually employ company secretaries on retainership basis for professional advice and support e.g. licenses, registrations, loans, taxes, partnership deeds etc.

There is plenty of scope for specialization and moving into general management and administration at the highest level in business house

### **Institute**

The Institute of Company Secretary of India is the only recognized and professional institute to conduct and regulate the course of company secretary.

The institute has its headquarter at New Delhi with other three branches at Mumbai, Chennai & Calcutta.

### **FOR MORE DETAILS VISIT :**

<http://www.icsi.edu/Student/CareerAsCompanySecretary/tabid/1584/Default.aspx>