



ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003
Phone : 011-45341036/92 email : hr.dept@icsi.edu Website : www.icsi.edu

CAREER OPPORTUNITIES

The ICSI International ADR Centre invites applications for the following post (on contract basis) for the period of 11 months: -

S. no.	Name of the Post	Location	No. of Posts	Consolidated pay out (per month)	Period of Contract	Max. Age (as on 01.06.2026)
1.	Registrar	Noida	01	Rs 1,00,000/-	11 months	40 years
2.	Case Manager	Noida	02	Rs 50,000/-	11 months	35 years

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 **19.06.2026 to 30.06.2026** and the last date for applying Online is **30.06.2026**.

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:

- (i) Before applying for the above post(s) the candidates should satisfy themselves regarding eligibility criteria required for the said post(s).
- (ii) **The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the posts mentioned below is 01.06.2026.**

(1)	<p><u>REGISTRAR</u></p> <p>No. of posts : 01 (Noida)</p> <p>Monthly Consolidated Remuneration: Rs 1,00,000/-</p> <p>Maximum Age (as on 01.06.2026): 40 years</p> <p>QUALIFICATION : Law Graduate (LL.B. or equivalent)</p> <p>EXPERIENCE 5 years post qualification experience</p> <p>JOB CONTENTS (indicative)</p> <p>The Registrar shall head the Secretariat as the operational nerve center, managing all case-related administration with strict neutrality.</p> <p>Core Responsibilities</p> <ul style="list-style-type: none"> • Case registration and intake: Receive, scrutinise and register arbitration/mediation requests; issue notices to respondents; collect initial fees and security deposits. • Timelines and case management: Establish procedural timetables, monitor deadlines, organise case management conferences, and ensure compliance with rules without influencing merits. • Tribunal/Neutral communications: Facilitate all administrative communications between parties and tribunal/mediator; manage document exchange, witness logistics, and hearing arrangements. • Panel assignments and appointments: Maintain the panel database; propose arbitrator/mediator appointments (subject to GB approval); handle challenges, replacements, and emergency arbitrator requests. • Day-to-day rule implementation: Execute all administrative aspects of the Centre's rules – fee calculations/disbursements, cost orders, award scrutiny (form only), termination procedures, and record archiving. <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p>
(2)	<p>CASE MANAGERS</p> <p>No. of posts : 02 (Noida)</p> <p>Monthly Consolidated Remuneration: Rs 50,000/-</p> <p>Maximum Age (as on 01.06.2026): 40 years</p> <p>QUALIFICATION : Law Graduate (LL.B. or equivalent)</p> <p>EXPERIENCE Minimum 2-3 years of post-qualification practice in dispute resolution, including at least one arbitration matter.</p> <p>JOB CONTENTS (indicative)</p> <ul style="list-style-type: none"> • Coordinate and communicate with parties, institutions, and witnesses, including scheduling hearings and meetings.

	<ul style="list-style-type: none"> • Organize and maintain the case file, including document indexing, bundling evidence, and record-keeping in digital or physical formats. • Handle logistics such as booking venues, arranging virtual hearing platforms, and preparing hearing bundles. • Draft routine procedural orders, minutes of meetings, terms of reference, and factual chronologies. • Conduct legal research on issues directed by the tribunal and summarize parties' submissions or evidence. • Assist in reviewing documents for completeness and relevance, under tribunal oversight. • Provide necessary assistance and Support to Registrar. <p>(Note : Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)</p>
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CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION: 30thJune, 2026

1	<p>Before applying for the above post(s) the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post(s). 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 appointment his/her services are liable to be terminated. Applicants must fill the online Form very carefully. Applications which are incomplete or vague (i.e. details relating to qualifications / experience etc.) or applications not in the prescribed format will be rejected summarily, hence candidates are advised to ensure that all the relevant fields mentioned in the on-line Resume Form are duly completed in all respects.</p>
2	<p>Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding test /interview. 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.</p>
3	<p>All candidates are requested to take a printout of their online forms and keep it with them for future reference. However, they are requested 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 only at the time of Interview. Candidates may take out the print out in token of acceptance of on-line applications & no separate acknowledgement to the effect would be sent.</p>
4	<p>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.</p>
5	<p>While Filling the Online Resume Form :-</p> <ol style="list-style-type: none"> 1. Don't enter Special Characters like " " / ' ' / & etc. 2. Enter minimum Words /Characters while filling up the University Name/ Specializations/ Major Responsibilities/ Address / Board & School Name / etc. 3. Upload a resume file which does not exceed 100 KB.

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 written test/ interview. The "ICSI" reserves the right to call for written test/ 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/bench mark 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 written test/ 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 the post, as advertised as per its requirement or not to fill up the above 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	No TA/DA shall be admissible for appearing for the Selection process and joining the assignment or on its completion.
8	The "ICSI" takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
9	Canvassing in any form will straightway disqualify the candidature.
10	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

<https://stimulate.icsi.edu/RECRUITMENT/IndexHome/IndexHome>

OR

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

In case of any query please email at the below mentioned email address:

The Directorate of HR
The Institute of Company Secretaries of India
New Delhi
Email : hr.dept@icsi.edu
website : www.icsi.edu