भारतीय कम्पनी सचिव संस्थान
THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI House, 22, Institutional Area, Lodi Road, New Delhi –110003
Phone: 011-45341000 email : hr.dept@icsi.edu Website : www.icsi.edu

CAREER OPPORTUNITIES

The Institute of Company Secretaries of India (ICSI) is a statutory body set up under an act of Parliament, the Company Secretaries Act, 1980, to regulate and develop the profession of Company Secretaries in India. The ICSI invites applications for the following posts on contractual basis :-

S. No	Name of Post	No. of Posts	Place of Posting	Remuneration (consolidated)	Max. Age (as on 01.11.2026)
1.	Consultant (Electrical Engineer)	01	Noida	Consolidated payout will be in the range of Rs.40,000/- to Rs.50,000/- per month	40 years

PERIOD OF CONTRACT:
The tenure for the position will be for a period of 11 Months.

(The period of contract may be extended every year up to a maximum period of two more years based on the performance and the requirement).

QUALIFICATION

BE/B.tech (Electrical Engineering) or equivalent from Government recognized Universities / Institutes.

EXPERIENCE
Preference shall be given to the candidates having post qualification experience of more than 03 years.

(Note: Training experience forming a part of the curriculum will not be counted towards the total experience)

JOB DESCRIPTION (INDICATIVE)

1. Providing Technical assistance for Acquisition / Purchase of land / premises from Govt Authorities / private parties by following due process procedures.
2. Planning, Execution, Monitoring and Supervision of all Infrastructure projects including new construction, additional construction to existing buildings, furnishing, repairing, renovation, refurbishing, maintenance works, etc.
3. Assessment & Verification of building drawings, concept plans, cost estimates, structural audit reports, MEP plans, HVAC, electrical, plumbing, fire safety drawings, etc. as per prevalent Govt norms, rules & regulations.

4. Scrutiny & processing the bills for release of payment to various Contractors, PMC Agencies, Architects, Consultants, etc.
5. Monitoring day-to-day construction activities on site for ongoing building projects.
6. Ensuring proper quality control check as per design specifications & standards for ongoing construction projects.
7. Maintaining of proper records including correspondences, reports etc. and technical documentation.
8. Ensuring the safe, efficient operation of building systems—HVAC, electrical, plumbing, lift and fire safety—through preventive building maintenance, repairs, and vendor management etc. for all premises of the Institute.
9. Conducting inspections and ensure compliance with safety standards for all premises of the Institute.
10. Coordination / Meetings with the Architects, Contractors, Consultants, PMC Agencies, Structural Auditors, prospective bidders, tenderers involved in various projects.
11. Periodic Site Visits & Site review meetings at various project sites.
12. Presentation / Reports preparation for various projects.
13. Preparation of Notice, Notes on Agenda for Meetings of various Infrastructure Committees, Executive Committee and the Council on various matters.
14. Preparation of Minutes / Action Taken Report (ATR) of the aforesaid Meetings.
15. Representing / Attending Meetings related to Infrastructure matters of the Institute or on behalf of the Institute.
16. Any other matter as assigned by the Competent Authority 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 **19.11.2026 to 30.11.2026 (24.11.2026 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:

(i) Before applying for the above post, the candidates should satisfy themselves regarding eligibility criteria required for the said post.

(ii) The selected candidates will be required to be present at their respective place of posting during all working days and adhere to the normal working hours of ICSI.

(iii) The Cut Off date for all purposes (including Age, Qualifications & Experience etc.) for the post mentioned above is 01.11.2026

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION: 30.11.2026

1	**Before applying for the above post the candidates should satisfy themselves regarding ELIGIBILITY CRITERIA required for the said post.** 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.
2	**Candidates should have a valid e-mail address and are advised to check their mail regularly for any information regarding 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.
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 **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 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.
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	**While Filling the Online Resume Form :-** 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 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/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 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

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