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करियर मार्गदर्शन पोर्टल • Career Guidance Portal

"सही मार्गदर्शन, उज्ज्वल भविष्य।"

करियर शीट • CAREER SHEET

कंपनी सचिव

A Company Secretary (CS) is a company's compliance officer and in-house expert in corporate law and governance. Qualified through ICSI, a CS guides the board of directors in following laws and regulations.



Scan for everything on this career

Salary, exams, colleges, the routes in and the steps after — all on the portal.

career.gsssjethantri.in/#/career/company-secretary

राजकीय उच्च माध्यमिक विद्यालय, जेठन्तरी

Govt. Sr. Sec. School, Jethantri • ब्लॉक समदड़ी • बालोतरा (Block Samdari • Balotra)

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सुशील कुमार शर्मा

प्रधानाचार्य, रा.उ.मा.वि. जेठन्तरी • मास्टर ट्रेनर
Principal, GSSS Jethantri • Master Trainer



श्री चेनाराम चौधरी

प्रधानाचार्य, डाइट बाड़मेर
Principal, DIET Barmer



श्रीमती संघमित्रा

वरिष्ठ व्याख्याता, डाइट बाड़मेर (सहयोग)
Sr. Lecturer, DIET Barmer (Support)



भरत चौधरी

अभिकल्पना व विकास • व्याख्याता (इतिहास)
Designed & developed • Lecturer (History)

विशेष धन्यवाद • SPECIAL THANKS



सुरेन्द्र सिंह राठौड़

व्याख्याता (इतिहास) • रा.उ.मा.वि. कानाना



सुरेश कुमार सैन

व्याख्याता (भूगोल) • रा.उ.मा.वि. रामसीन मूंगड़ा



वनिता कुमारी

व्याख्याता (इतिहास) • रा.उ.मा.वि. रामसीन मूंगड़ा



कमलेश चौधरी

व्याख्याता (राजनीति विज्ञान) • रा.उ.मा.वि. टापरा

करियर मार्गदर्शन कार्यशाला, डाइट बाड़मेर (14-17 जुलाई 2026) में विकसित व लोकार्पित
Developed & unveiled at the Career Guidance Workshop, DIET Barmer (14-17 July 2026)

यह एक स्वतंत्र परियोजना है, जो सरकार की आधिकारिक करियर-मार्गदर्शन सामग्री पर आधारित है। • An independent project based on the Government's official career-guidance content.

1 About this career

A Company Secretary (CS) is a company's compliance officer and in-house expert in corporate law and governance. Qualified through ICSI, a CS guides the board of directors in following laws and regulations.

2 At a glance

Course	ICSI CS (Foundation→Executive→Professional)
Duration	About 3–4 years
Minimum qualification	10+2 (Commerce preferred)
Regulator	ICSI

3 What you need

INTERESTS

- Interest in law, rules and compliance
- Corporate governance and documentation
- Attention to detail

ABILITIES

- Keeping accurate records
- Solving problems
- Working with numbers and documents

KEY SKILLS

- Knowledge of corporate and securities law
- Legal drafting
- Secretarial practice and board procedures
- Compliance management
- Communication and presentation
- Ethics and confidentiality

4 How to get there

- 1 Complete 10+2, preferably in Commerce.
- 2 Clear CSEET, the CS entrance test.
- 3 Do the CS Executive program (graduates may enter directly).
- 4 Complete the CS Professional program.
- 5 Undergo practical training.
- 6 Register as an ACS member of ICSI.

MAIN EXAMS

- CSEET (CS Executive Entrance Test) • CS Executive
- CS Professional

5 Where to study

GOVERNMENT INSTITUTES

- ICSI Jaipur Chapter — Jaipur, Rajasthan (<https://www.icsi.edu/jaipur/home/>)
- ICSI Headquarters — New Delhi (<https://www.icsi.edu/>)
- University of Rajasthan (Commerce/Law) — Jaipur, Rajasthan

PRIVATE INSTITUTES

- Manipal University Jaipur (Commerce) — Jaipur, Rajasthan

ONLINE

- ICSI e-Learning — Online (<https://www.icsi.edu/>)
- SWAYAM — Online (<https://swayam.gov.in/>)
- Udemy / Coursera (business law, accounting) — Online

FEES

Total ICSI fees (CSEET, Executive, Professional) are about ₹35,000–45,000 (2026). Coaching costs are extra.

SCHOLARSHIPS

- National Scholarship Portal (NSP) (<https://scholarships.gov.in>)

- Buddy4Study (<https://www.buddy4study.com>)
- ICSI Scholarship / Fee Concession Schemes (<https://www.icsi.edu/>)
- Vidya Lakshmi Education Loans (<https://www.vidyalakshmi.co.in>)

6 What the work is like

WHERE YOU WORK

Corporate companies, PSUs, banks, secretarial and corporate-law firms, stock exchanges and consultancies.

WORK CULTURE

Mostly a desk job; 5–6 days a week, 8–9 hours a day. Opportunities also exist for persons with disabilities.

WHO HIRES

- | | |
|---------------------------------------|-------------------------------------|
| • Listed companies | • Public sector undertakings (PSUs) |
| • Banks and NBFCs | • Company Secretary firms |
| • Corporate-law and consultancy firms | • Stock exchanges and regulators |

DEMAND (2026)

Every company with paid-up capital of ₹10 crore or more must appoint a full-time CS; demand is rising steadily with growing compliance and governance rules.

7 Career growth

- 1 Management Trainee
- 2 Assistant Company Secretary
- 3 Company Secretary
- 4 Senior CS / Compliance Head

EARNINGS

Starting	₹25,000–40,000/माह
Mid level	₹50,000–90,000/माह
Senior level	₹1,20,000+/माह

Pay varies by location, company and experience; figures are indicative (2026).

8 The good parts · The challenges

The good parts

- Statutory, respected role needed in every large company
- Good pay and career growth
- A clear professional path for commerce and law students

The challenges

- Tough exams, low pass percentage
- High responsibility and legal accountability
- Must keep updating with frequently changing laws

9 Real-life journeys

Avani Mishra

Company Secretary & legal researcher

Avani Mishra secured All India Rank 1 in the 2015 CS exam and became one of India's youngest Company Secretaries. An NLIU Bhopal student, she works in legal research and advisory.

Bar & Bench · <https://www.barandbench.com/Law-School/meet-avani-mishra-the-nliu-student-who-topped-the-company-secretary-examination>

Prashil Singh

CS Professional topper

Prashil Singh was named a CS Professional topper by ICSI for the June 2025 session. His success shows that this tough professional exam can be cleared with discipline and steady study.

Business Standard · https://www.business-standard.com/education/news/icsi-cs-toppers-list-2025-prashil-singh-bhumi-mehta-secure-top-ranks-nc-125082500444_1.html

10 If this route does not work out

One exam or one attempt does not close the door. The same subjects also open these routes — entry is usually easier, and you can return to this field later.

- Compliance Officer
- Bank / Branch Manager
- Loan Officer

11 Sources & further reading

1. ICSI (Official) — <https://www.icsi.edu/>
2. Rajasthan Career Guidance — <https://cg.rajasthan.gov.in/careerguidance/hi/career/%e0%a4%95%e0%a4%82%e0%a4%aa%e0%a4%a8%e0%a5%80-%e0%a4%b8%e0%a4%9a%e0%a4%bf%e0%a4%b5/>
3. Careers360 – CS Toppers — <https://finance.careers360.com/articles/cs-professional-toppers>
4. National Scholarship Portal — <https://scholarships.gov.in>



And 770+ more careers — the whole portal

Interest and aptitude tests, government jobs, skill courses and a CV builder — free, no login, and it works offline.

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