

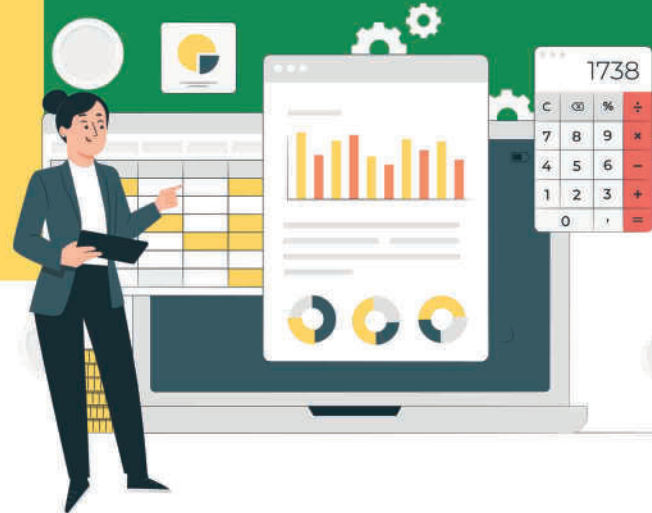
# COMPANY SECRETARY

A Company Secretary is an in-house legal expert and compliance officer of the company. He or she is an expert in corporate and securities laws, capital market and corporate governance. They provide guidance to company directors about how their organisations should be directed, managed or controlled.

## PERSONAL COMPETENCIES



- You pay attention to details
- You can keep accurate records of expenses and income
- You like to work with numbers
- You like to solve problems



The total fee for pursuing the Institute of Company Secretaries of India foundation, executive and professional courses is around **INR 30,000\***

*\*These figures are estimated numbers and will vary from Institute to Institute.*

## SCHOLARSHIPS

• **National Scholarship Portal** - Visit [www.scholarships.gov.in](http://www.scholarships.gov.in). Under this portal there are Central Government schemes, UGC/AICTE Schemes and Assam Government Schemes offered by different departments\*

• Visit [www.buddy4study.com](http://www.buddy4study.com) for details on available scholarships. This is a gateway to scholarships starting from Class XI\*

• Scholarships are also available in the institutes based on merit\*

*\*(Availability of these scholarships can vary from time to time)*

## LOANS

• VidyaLakshmi, [www.vidyalakshmi.co.in](http://www.vidyalakshmi.co.in), is a portal for students seeking education loan. This portal has been developed under the guidance of the Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA)

• All banks give education loans

## ENTRY PATHWAY

1. Complete 10+2 in the Commerce stream
  2. Pursue CS foundation course, followed by executive and professional courses
- OR
- Pursue CS foundation course along with a Bachelor's in Commerce or Law or any related field. Follow this up with CS executive and professional courses
- OR
- Pursue CS foundation course along with a Bachelor's, follow it up with CS executive course. Then do a Master's in Commerce/Law/Business Administration or any related subject and then do the CS professional course

*Please check the duration of the course during enrolment*



## EXPECTED INCOME

*\*The figures are indicative & subject to change*

The approx. salary of a Company Secretary ranges between **INR 34,000 - 1,05,000\*** or more per month.

Source: <https://in.talent.com/salary?job=company+secretary>



## WHERE WILL YOU WORK?

**Places of Work:** Corporate Governance and Secretarial Services, Corporate Laws Advisory and Representation Services, Financial Market Services, Management Services, etc.

**Work Environment:** It is a desk job. You are likely to work 5 to 6 days a week and 8 to 9 hours every day. This may vary from organization to organization.

*Opportunities for work exist for differently abled in this field*

## EXPECTED GROWTH PATH

Management Trainee → Senior Manager or Assistant General Manager  
OR

Trainee Company Secretary → Company Secretary → Senior Company Secretary or Regulatory Compliance Manager  
OR

Finance or Legal Advisor → Compliance Expert or Legal Head Consultant

## WHERE WILL YOU STUDY?

This list of institutes is indicative only.

### GOVERNMENT INSTITUTES

1. The Institute Of Company Secretaries Of India (Guwahati Chapter)
2. National Law University and Judicial Academy, Assam
3. National Law University, Delhi
4. National Law University Hyderabad
5. West Bengal National University of Juridical Sciences, Kolkata
6. Jamia Millia Islamia, Delhi
7. Gujarat National Law University, Gandhinagar
8. National Law University, Jodhpur

### PRIVATE INSTITUTES

(Please check if Institute is affiliated and accredited with UGC before applying)

1. Symbiosis Law School, Pune
2. Army Institute of Law, Mohali
3. School of Law, Christ University, Bangalore
4. KIIT School of Law, Bhubaneswar
5. Amity Law School, Delhi
6. Jindal Global Law School, Sonipat
7. School of Law, University of Petroleum and University Studies, Dehradun
8. ICFAI Law School, Hyderabad

Information on Institute rankings is available at - <https://www.nirfindia.org/2022/Ranking.html>

### DISTANCE LEARNING INSTITUTE

Indira Gandhi National Open University (IGNOU)

Search keywords...



*company secretary, business advisor, auditor*

## EXAMPLE FROM THE FIELD

**Avani Mishra** topped Company Secretary Examinations in 2015 and became the youngest CS in India. A graduate of the National Law Institute University, Mishra works in the area of legal research and consultancy.\*

Source: <https://www.hindustantimes.com/education/meet-avani-mishra-all-india-topper-of-company-secretary-exam/story-GUgcP00K87BIS6PpZ4iVN.html>

*\*The above information is for training purposes only and will not be used for any commercial gains*