

SCHEME & SYLLABUS OF EXAMINATION OF PART-I

COMPANY SECRETARY

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
			60	180	
Part-I	Section 'A'	Verbal Ability & Reading Comprehension Verbal Ability: Grammar, Vocabulary, Sentence Correction. Reading Comprehension: Passage (on various topics including business, Science, Literature & Current Affairs), Para Jumbles, Para Summary, Odd Sentences Out & Inference drawing.	10	30	72
		Quantitative Aptitude: Arithmetic : Percentage, Ratio & Proportion, Profit & Loss, Average, Time & Work, Distance time and speed, Simple & Compound Interest. Algebra: Linear & Quadratic equations Number System: Divisibility, Factors, LCM, HCF & Multiples.	15	45	
	Section 'C'	Data Interpretation & Logical Reasoning Data Interpretation: Analysis of data from graphs, Bar/Line/Pie Charts, Tables & Caselets, Data Sufficiency. Logical Reasoning: Blood Relation, Coding-Decoding, Critical Reasoning, Puzzles, Sequences, Pattern & Arrangements.	15	45	

Key Sign
 KKC GUPTA
 DGM (Fin-PI)
 IICO, Jaipur

Almadi
 NEELAM SHARMA
 DGM (HRD)

Section 'D'	General Awareness: National & International Events, Politics, Economics, Sports & Entertainment, Business Awareness (Trands, Major Companies, Industries, Stock Market)	10	30	
Section 'E'	Basic Computer Skills: MS Office, DBMS, Internet & Search Engines.	10	30	

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SCHEME AND SYLLABUS OF EXAMINATION OF PART-II

COMPANY SECRETARY

Part	Section	Subject / Syllabus	No. of Questions	Maximum Marks	Qualifying Marks
Part -II	Section "A"	a) Forms of Business Organisations-registered companies, LLP, Partnership, etc, Scale of Business. b) Elements of Company Law: Principles & Concept, Shares and Share capital, Members and Shareholders, Debt instruments, CSR, etc. c) Accounts, Audit & Auditors, Transparency and Disclosures, Registers & Records and maintenance, Board Constitution and its powers, Directors, their appointment and cessation, KMP's and their Remuneration, Meeting of Board and its Committees, General Meeting. d) Legal Framework of governing Company Secretaries, Charter Documents of Companies, Legal status of Registered companies.	45	135	108
	Section "B"	a) Corporate Accounting, Financial statement's interpretation, consolidated accounts as per companies act. b) Governance, Compliances and Ethics: Corporate & Legislative framework of Corporate Governance,	45	135	

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	<p>Board effectiveness, Corporate policies and disclosures, Directors' training development, familiarization, Ethics & Business, Sustainability, Corporate Social Responsibility.</p> <p>c) Drafting, pleadings and appearances, general principles of drafting, secretarial practices, drafting of agreements, documents and deeds, Compliances and framework, Secretarial Audit and due diligence.</p> <p>d) Specific provisions w.r.t. government companies, filing of various returns & forms, Annual Report.</p>		
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Note : Only those candidates, who have qualified the written examination, will be called for Interview.

The number of candidates called for Interview would be five times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

Interview	Subject	Maximum Marks
	As per experience profile and personality traits, including communication skills of the candidates.	50

Note : Final Merit List of qualified candidates shall be prepared on the basis of marks obtained in Written Examination and Interview.

Supervise
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