

INDICATIVE SYLLABUS: Assistant Officer (Company Secretary)

PART A (APTITUDE) (50 Questions)

This part will consist of 50 objective type questions on:

01. Quantitative Aptitude
02. Verbal Ability/General English
03. Reasoning Ability

PART B (TECHNICAL) (70 questions)

01. Company Law
02. Cost and Management Accounting
03. Economic and Commercial Laws
04. Tax Laws and Practice
05. Company Accounts and Auditing Practices
06. Capital Markets and Securities Laws
07. Industrial, Labour and General Laws
08. Advanced Company Law and Practice
09. Secretarial Audit, Compliance Management and Due Diligence
10. Corporate Restructuring, Valuation and Insolvency
11. Information Technology and Systems Audit
12. Financial, Treasury and Forex Management
13. Ethics, Governance and Sustainability
14. Advanced Tax Laws and Practice
15. Drafting, Appearances and Pleadings
16. Banking Law and Practice
17. Capital, Commodity and Money Market
18. Insurance Law and Practice
19. Intellectual Property Rights - Law and Practice
20. International Business-Laws and Practices