



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

Syllabus for Company Secretary Executive Entrance Test (CSEET)

Introduction of Syllabus for Company Secretary Executive Entrance Test (CSEET)

The Council of the Institute of Company Secretaries of India in exercise of the powers vested under clause (a) of subsection (2) of Section 15 of the Company Secretaries Act, 1980, as amended by the Company Secretaries (Amendment) Act, 2006 read with Regulation 20(1)(ii) of Company Secretaries (Amendment) Regulations, 2020 has approved the syllabus for Company Secretary Executive Entrance Test (CSEET).

Passing of CS Executive Entrance Test (CSEET) is mandatory for all candidates to register for CS Executive Programme, except a few exempted categories of candidates w.e.f. 3rd February, 2020. With the introduction of CSEET, new registration to the Foundation Programme has ceased to exist.

The Syllabus of CSEET shall comprise of four papers and the nomenclature of the papers is as under:

- (i) Paper 1 : Business Communication (50 marks)**
- (ii) Paper 2 : Legal Aptitude and Logical Reasoning (50 marks)**
- (iii) Paper 3 : Economic and Business Environment (50 marks)**
- (iv) Paper 4 : Current Affairs, Presentation and Communication Skills (Viva Voce) (50 marks)**

CS Executive Entrance Test (CSEET) shall be conducted on a single day as per the following :

- a) Computer Based Test of 120 Minutes consisting of four parts viz. (i) Business Communication; (ii) Legal Aptitude & Logical Reasoning (iii) Economic and Business Environment & (iv) Current Affairs; and
- b) Viva Voce of 15 Minutes on “Presentation and Communication Skills”

Eligibility Conditions

- A candidate passed / appearing in the Senior Secondary (10+2) Examination or equivalent thereto shall be eligible to appear in the CSEET.

- All Graduates/ Post Graduates who were hitherto eligible for registration directly to CS Executive Programme, shall also be required to pass the CSEET to become eligible for registration to CS Executive Programme.

Exemptions

- Candidates who have passed CS Foundation Programme shall be exempted from CSEET without any payment of exemption fee.
- Candidates who have passed the Final Examination of The Institute of Chartered Accountants of India (ICAI) and/or The Institute of Cost Accountants of India (ICMAI) are exempted from CSEET and shall pay ₹5000 (Rupees Five Thousand Only) towards exemption fee at the time of Registration to CS Executive Programme.

Pattern of the CSEET

The Institute will conduct CS Executive Entrance Test based on Objective Type / Multiple Choice Questions and viva-voce for testing listening, written communication and oral communication skills. There will be four papers in CS Executive Entrance Test. Each paper will contain Objective Type / Multiple Choice Questions having one or two marks each with four options with one correct answer. The duration of the Test shall be 120 minutes and viva-voce on Presentation and Communication Skills of 15 Minutes.

Computer Based Test (CBT)

Test of 120 Minutes duration will be conducted at designated Test Centres. It will be a Computer Based Test (CBT) conducted in MCQ pattern as per the following details:

<i>S. No.</i>	<i>Subject</i>	<i>No. of Questions</i>	<i>Marks</i>
1.	Business Communication	35	50
2.	Legal Aptitude and Logical Reasoning	35	50
3.	Economic and Business Environment	35	50
4.	Current Affairs	15	20
	Total	120	170

Viva Voce

- The Presentation and Communication Skills (Viva Voce) of 15 Minutes for 30 Marks will be conducted simultaneously with or immediately after the MCQ based CBT through on-line mode using artificial intelligence (AI) or through recoded videos at the designated Test Centres.

Applicability of CSEET

1. The first CSEET examination shall be held in May, 2020. Candidates registered effective from 3rd February, 2020 to 15th April, 2020 shall be examined in May, 2020.
2. All candidates registered under Foundation Programme prior to 3rd February, 2020 under Syllabus (2017), shall be examined under Foundation Programme till the validity of their registration/passing of examination, whichever is earlier.
3. For registration in CS Executive Programme, the date of result of CSEET should not be older than one year prior to the date of such registration.

Schedule of Registration

The CSEET will be held on quarterly basis as per the indicative schedule and the details of registration window given below:

<i>Month of CSEET</i>	<i>Period During which candidates can register for CSEET</i>	<i>Date of CSEET</i>	<i>Last Date for Declaration of Results</i>	<i>Cut-off date of registration in CS Executive Program</i>
May	16th December to 15th April	Saturday/ Sunday in 2nd /3rd Week of May	By 4th Week of May	31st May (for appearing in both modules of Executive Program in December session in same year)
July	16th April to 15th June	Saturday/ Sunday in 2nd /3rd Week of July	By 4th Week of July	31st July (for appearing in single module of Executive Program in December session in same year)
November	16 th June to 15th October	Saturday/ Sunday in 2nd /3rd Week of November	By 4th Week of November	30th November (for appearing in both modules of Executive Program in June session in next year)
January	16th October to 15th December	Saturday/ Sunday in 2nd /3rd Week of January	By 4th Week of January	31st January (for appearing in single module of Executive Program in June session in same year)

* For first CSEET examination in May 2020, the registration window is open till 15th April, 2020.

** The Institute reserves its right to amend the above schedule.

Syllabus

Paper – 1 Business Communication

Objective:

- To test the knowledge of the candidates pertaining to essentials of English Grammar and critical aspects of Business Communication.

Total Marks: 50

<i>S. No.</i>	<i>Topic</i>	<i>Sub Topic</i>
1	Essentials of Good English	<ul style="list-style-type: none">English Grammar and its usage-Noun, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjection, Voice, Articles, Tenses, Prefix and Suffix, Punctuations etc.Enriching Vocabulary-Choice of words, Synonyms and AntonymsCommon errors in EnglishWords with multiple meaningOne word substitutionWords frequently mis-speltHomophonesIdioms and phrasesProverbsAbbreviationsPara jumblesSentence completionSentence arrangementSentence correctionForeign words and phrases commonly usedComprehension of passage and art of Summarizing
2	Communication	<ul style="list-style-type: none">Concept of Communication, Meaning and Significance of Good CommunicationBusiness Communication- Principles and ProcessMeans of Communication- Written, Oral, Visual, AudiovisualChoice of Modes of CommunicationCommunication Networks- Vertical, Circuit, Chain, Wheel, StarCommonly used Mediums of Digital Communication- Email, SMS, Voice mail, Multimedia, Teleconferencing, Mobile Phone Conversation, Video Conferencing etc.

		<ul style="list-style-type: none"> Listening Skills-Types, Purpose, Steps to Effective Listening, Barriers to Effective Listening and Ways to overcome the Barriers Barriers to Effective Communication and Ways to overcome the Barriers
3	Business Correspondence	<ul style="list-style-type: none"> Business Letters - Its Essentials, Parts, Types, Salutations Positive Messages, Negative Messages and Persuasive Messages Business Reports, Inter and Intra-departmental Communication- Office Orders, Office Circulars, Memorandum, Office Notes, Management Information System (MIS) Concept of Web, Internet and E-correspondence Intranet- Benefit and Purpose Email - Features, Procedure to Write a Formal Email, Email Etiquettes Essential Elements of Email- Subject line, Formal Greeting, Target Audience (Reader), Clarity and Conciseness, Formal Closing, Proof reading, Feedback Advantages and Disadvantages of Email
4	Common Business Terminologies	<ul style="list-style-type: none"> Terms defined under various Laws, Rules and Regulations including Financial and Non-Financial terms and expressions.

Paper – 2 Legal Aptitude and Logical Reasoning

Objective:

- To test basic understanding of Laws, Legal Aptitude and Logical Reasoning skills.

Total Marks – 50

Part A - Legal Aptitude (25 Marks)

Part B - Logical Reasoning (25 Marks)

<i>S. No.</i>	<i>Topic</i>	<i>Sub Topics</i>
Part A - Legal Aptitude (25 Marks)		
1	Indian Constitution	<ul style="list-style-type: none"> Preamble Citizenship Fundamental Rights and Fundamental Duties Directive Principles of State Policy State under Constitution President and Governors

		<ul style="list-style-type: none"> • Council of Ministers and Prime Minister • Lok Sabha, Rajya Sabha and Legislative Assembly, Legislative Council • Supreme Court and High Courts • Landmark Amendment in Constitution • List of subjects-Centre, State and Concurrent
2	Elements of General Laws (Indian Contract Act and Law of Torts)	<p>A. Law of Contract</p> <ul style="list-style-type: none"> • Offer, Acceptance, Consideration and Competency to Contract. • Agreement • Types of Contract: Void, Voidable, Unenforceable • Performance of Contract • Frustration of Contract • Quasi Contract • Breach of Contract and Remedies <p>B. Law of Torts</p> <ul style="list-style-type: none"> • Basics of Torts • Specific Defenses • Nuisance and Negligence • Strict, Absolute and Vicarious Liability • Trespass • Malicious Prosecution
3	Elements of Company Secretaries Legislation	<ul style="list-style-type: none"> • The Institute of Company Secretaries of India • Vision, Mission, Motto and Core Values of the Institute • Company Secretary under Company Secretaries Act, 1980. • Functions of Company Secretary under the Companies Act, 2013 • Role of Company Secretary in Employment • Role of Company Secretary in Practice
4	Elements of Company Law	<ul style="list-style-type: none"> • Meaning and Nature of Company • Types of Companies • Incorporation of a Company • Types of capital • Board of Directors -(Concept, Appointment and Removal of Directors) • Board Meetings & Shareholders Meetings

		<ul style="list-style-type: none"> • Corporate Social Responsibility • Business Ethics • Ethical Dilemma
5	Legal Reasoning	<ul style="list-style-type: none"> • Legal Fundamentals and Terms • Legal Problems – Reading and understanding a case • Legal Terminology and Maxims • Legal Reasoning- <ul style="list-style-type: none"> (a) Reasoning by Analogy (b) Inductive and Deductive Reasoning • Questions of Fact (or factual issues) • Questions of Law (or legal issues) • Landmark Judgments of Supreme Court and High Court • Reading Comprehension
Part B - Logical Reasoning (25 Marks)		
6	Logical Reasoning	<ul style="list-style-type: none"> • Calendars • Cause and Effect Reasoning • Clocks • Coding and Decoding • Deriving Conclusion from Passages • Drawing Inference • Number Test • Sequence and Series • Statement and Assumptions
7	Verbal Reasoning	<ul style="list-style-type: none"> • Alphabet Test • Alpha Numeric Sequence Puzzle • Analogy • Assertion and Reason • Blood Relations • Decision Making • Inserting Missing Characters • Logical Sequence Test • Logical Venn Diagram • Number, Ranking and Time Sequence Test • Syllogism • Truth Tellers and Liars

8	Non-Verbal Reasoning	<ul style="list-style-type: none"> Analytical Reasoning Classification Completion of Incomplete Pattern Figure Matrix Grouping of Identical Figures Mirror Image Rule Detection Numeric and Alphabet Series
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Paper – 3 Economic and Business Environment

Objective:

- To test understanding on concepts of Micro & Macro Economics with a focus on Indian economic system.
- To test understanding on various crucial elements of business environment.

Total Marks – 50 Marks

Part A– Economics (25 Marks)

Part B – Business Environment (25 Marks)

S. No	Topic	Sub-topics
Part A - Economics (25 Marks)		
1	Basics of Demand and Supply and Forms of Market Competition	<ul style="list-style-type: none"> Theory of Demand and Supply Equilibrium Price Elasticity of Demand and Supply and other related concepts Increase and Decrease in Demand and Expansion and Contraction of Demand Forms of Market Competition- Monopoly, Duopoly, Oligopoly, Perfect Competition and Monopolistic Competition
2	National Income Accounting and Related Concepts	<ul style="list-style-type: none"> Meaning and methods to compute National Income Key variables of National Income (GNP, GDP, NNP, NDP etc.)
3	Indian Union Budget	<ul style="list-style-type: none"> Key terminologies / heads covered under the budget Revenue and Capital Budget Major components of Revenue and Capital Budget Meaning of Fiscal Deficit Components/ Variables covered under Fiscal Deficit
4	Indian Financial Markets	<ul style="list-style-type: none"> Overview of Indian Financial Ecosystem Key facets of Indian financial system

		<ul style="list-style-type: none"> • Growth of Financial Institutions • Public and private sector banks • Industrial Finance Corporation of India, Small Industries Development Bank of India • Regional Rural Banks • Cooperative Banks • Non-Banking Finance Companies • Basics of Capital Market: Types of Shares and Debentures • Financial assistance scenario for Small and Medium Enterprises and Start-Ups.
5	Indian Economy	<ul style="list-style-type: none"> • Primary (Agriculture and allied activities) • Secondary (Manufacturing) • Tertiary (Services): • Current scenario of agriculture and allied activities in India • Agricultural and Industrial Policies of India • Current scenario of services sector in India • Balance of Payments • Components of Balance of Payments • Favorable and Unfavorable Balance of Trade • Foreign Investments in India- Types and Flows
Part B – Business Environment (25 Marks)		
6	Entrepreneurship Scenario	<ul style="list-style-type: none"> • Government initiatives to foster entrepreneurship • Need for entrepreneurship in India • Bottlenecks in entrepreneurial growth
7	Business Environment	<ul style="list-style-type: none"> • Overview of Business Environment • Features and factors influencing business environment • Types of environment: Economic environment, Socio-cultural environment, Political environment, Legal and Technological environment • Ease of Doing Business Index by World Bank for India and Department for Promotion of Industry and Internal Trade (DPIIT) for States
8	Key Government Institutions	<ul style="list-style-type: none"> • Basic awareness about various institutions and regulatory bodies in India such as NITI Aayog, MCA, SEBI, RBI, IBBI, CCI, NCLT/NCLAT etc.

Paper – 4 Current Affairs, Presentation and Communication Skills (Viva Voce)

Objective:

- To test the awareness of candidates with reference to current affairs of national and international importance.
- To test the listening and writing skills of the candidates.

Total Marks – 50 Marks

Part A – Current Affairs (20 Marks)

Part B – Presentation & Communication Skills (Viva Voce) (30 Marks)

<i>S. No.</i>	<i>Topic</i>	<i>Sub Topic</i>
Part A – Current Affairs (20 Marks)		
1	Current Affairs	<p>Current affairs of national and international importance relating to:</p> <ul style="list-style-type: none">• International bodies (ASEAN, BRICS, SAARC, G-20, BIMSTEC, etc.)• Organizations like, RBI, NABARD, CCI, IBBI, IMF, OECD, ADB, World Bank, etc.• Summits and conferences• Current development in Banking and Finance (digital banking, govt. initiatives, financial inclusion, etc.)• Current development in stock markets• Recent important judgments passed by Supreme Court and High Courts of India, Tribunals• Current affairs related to CS Institute/Profession and regulatory bodies• Current updates on environment, bio-diversity, climate change and sustainable development• Latest developments in science and technology, IT, Computers and Space science• Business personalities and leaders• Committees and appointments• Art and culture• Books and their authors• Awards and honours• Sports• Current political scenario• Initiatives/ schemes of the government• Language and national symbols

		<ul style="list-style-type: none"> • Governance and ethics • International diplomacy
Part B – Presentation and Communication Skills (Viva Voce) (30 Marks)		
2	Listening Skills	<ul style="list-style-type: none"> • Questions based on audio clips <ul style="list-style-type: none"> – Monologue – Dialogue • Grammar Test • Vocabulary Test
3	Written Communication Skills	<ul style="list-style-type: none"> • Writing on a given topic • Correcting a given paragraph • Short Note writing • Essay writing • Precis writing
4	Oral Communication Skills	<ul style="list-style-type: none"> • Candidates are expected to: <ul style="list-style-type: none"> – Answer a question – Speak on a given topic – Explain the given term
