

# ICSI SYLLABUS 2022 FOR COMPANY SECRETARY EXECUTIVE ENTRANCE TEST (CSEET), EXECUTIVE AND PROFESSIONAL PROGRAMME OF THE COMPANY SECRETARYSHIP COURSE

The Council of the Institute of Company Secretaries of India in exercise of the powers vested under clause (a) of sub-section (2) of Section 15 of the Company Secretaries Act, 1980 approved the New Syllabus (ICSI Syllabus 2022) for the CSEET, Executive and Professional Programmes of the Company Secretaryship Course.

The New Syllabus shall comprise of an Online Company Secretary Executive Entrance Test (CSEET) consisting of Four (4) parts, Seven (7) Papers at Executive Programme and Seven (7) Papers at Professional Programme including Two Papers as elective papers. The nomenclature of CSEET, Seven (7) Papers of the Executive Programme and Seven (7) Papers of Professional Programme including electives under the ICSI Syllabus (2022) are as under:

## A. CSEET

The Syllabus of Company Secretary Executive Entrance Test (CSEET) comprises of the following four parts:

|    |   |
|----|---|
| 1. | Part 1 : Business Communication (50 Marks)                                      |
| 2. | Part 2 : Legal Aptitude, Logical Reasoning and Quantitative Aptitude (70 Marks) |
| 3. | Part 3 : Economic and Business Environment (50 Marks)                           |
| 4. | Part 4 : Current Affairs (30 Marks)   |

**Manner of Examination :** Multiple Choice Questions

**Mode of Examination :** Remote Proctored Mode or any other mode as may be decided by the Council from time to time.

**Eligibility :** 12th pass or appearing  
10th pass for provisional registration

**Duration :** Two Hours (Total for all the four Parts)

**Marks :** 200 Marks



# DETAILED CONTENTS

## COMPANY SECRETARY EXECUTIVE ENTRANCE TEST (CSEET)

### PART - 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

| S. No. | Topic                         | Sub Topic  |
|--------|-------------------------------|--|
| 1      | Essentials of Good English    | <ul style="list-style-type: none"><li>• English Grammar and its usage-Noun, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjection, Voice, Articles, Tenses, Prefix, Suffix, Combination words and Punctuations</li><li>• Enriching Vocabulary-Choice of words, Synonyms and Antonyms</li><li>• Common errors in English</li><li>• Words with multiple meaning</li><li>• One word substitution</li><li>• Words frequently mis-spelt</li><li>• Homophones</li><li>• Idioms and phrases</li><li>• Proverbs</li><li>• Abbreviations</li><li>• Para jumbles</li><li>• Sentence completion</li><li>• Sentence arrangement</li><li>• Sentence correction</li><li>• Foreign words and phrases commonly used</li><li>• Comprehension of passage and art of Summarizing</li></ul> |
| 2      | Communication                 | <ul style="list-style-type: none"><li>• Concept of Communication, Meaning and Significance of Good Communication</li><li>• Business Communication - Principles and Process</li><li>• Means of Communication - Written, Oral, Visual Audiovisual</li><li>• Choice of Modes of Communication</li><li>• Communication Networks-vertical, circuit, chain, wheel, star</li><li>• Commonly used Mediums of Digital Communication - Email, SMS, Voice mail, Multimedia, Teleconferencing, Mobile Phone Conversation and Video Conferencing</li><li>• Listening Skills-Types, Purpose, Steps to Effective Listening, Barriers to Effective Listening and Ways to overcome the Barriers</li><li>• Barriers to Effective Communication and Ways to overcome the Barriers</li></ul>                         |
| 3      | Business Correspondence       | <ul style="list-style-type: none"><li>• Business Letters - Its Essentials, Parts, Types and Salutations</li><li>• Positive Messages, Negative Messages and Persuasive Messages</li><li>• Business Reports, Inter and Intra-departmental Communication - Office Orders, Office Circulars, Memorandum, Office Notes and Management Information System (MIS)</li><li>• Concept of Web, Internet and E-correspondence</li><li>• Intranet- Benefit and Purpose</li><li>• Email - Features, Procedure to Write a Formal Email and Email Etiquettes</li><li>• Essential Elements of Email- Subject line, Formal Greeting, Target Audience (Reader), Clarity and Conciseness, Formal Closing, Proof reading and Feedback</li><li>• Advantages and Disadvantages of Email</li></ul>                       |
| 4      | Common Business Terminologies | <ul style="list-style-type: none"><li>• Terms defined under various Laws, Rules and Regulations including Financial and Non-Financial terms and expressions.</li></ul>   |

## PART - 2

### LEGAL APTITUDE, LOGICAL REASONING AND QUANTITATIVE APTITUDE

#### Objective:

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

#### Total Marks - 70

Sub-part A - Legal Aptitude (30 Marks)

Sub-part B - Logical Reasoning (20 Marks)

Sub-part C - Quantitative Aptitude (20 Marks)

| S. No.  | Topic   | Sub Topics  |
|---|---|---|
| <b>Sub-part A - Legal Aptitude (30 Marks)</b> |   |   |
| 1   | Indian Constitution   | <ul style="list-style-type: none"> <li>• Preamble</li> <li>• Fundamental Rights and Fundamental Duties</li> <li>• Directive Principles of State Policy</li> <li>• State under Constitution</li> <li>• President and Governors</li> <li>• Council of Ministers and Prime Minister</li> <li>• Lok Sabha, Rajya Sabha and Legislative Assembly, Legislative Council</li> <li>• Supreme Court and High Courts</li> <li>• Landmark Amendment in Constitution</li> <li>• List of subjects-Centre, State and Concurrent</li> </ul>   |
| 2   | Elements of General Laws (Indian Contract Act and Law of Torts) | <p><b>A. Law of Contract</b></p> <ul style="list-style-type: none"> <li>• Offer, Acceptance, Consideration and Competency to Contract</li> <li>• Agreement</li> <li>• Types of Contract: Void, Voidable, Unenforceable</li> <li>• Performance of Contract</li> <li>• Frustration of Contract</li> <li>• Quasi Contract</li> <li>• Breach of Contract and Remedies</li> </ul> <p><b>B. Law of Torts</b></p> <ul style="list-style-type: none"> <li>• Basics of Torts</li> <li>• Specific Defenses</li> <li>• Nuisance and Negligence</li> <li>• Strict, Absolute and Vicarious Liability</li> <li>• Trespass</li> <li>• Malicious Prosecution</li> </ul> |
| 3   | Elements of Company Secretaries Legislation                     | <ul style="list-style-type: none"> <li>• The Institute of Company Secretaries of India</li> <li>• Vision, Mission, Motto and Core Values of the Institute</li> <li>• Company Secretary under Company Secretaries Act, 1980</li> <li>• Functions of Company Secretary under the Companies Act, 2013</li> <li>• Role of Company Secretary in Employment</li> <li>• Role of Company Secretary in Practice</li> </ul>   |
| 4   | Elements of Company Law   | <ul style="list-style-type: none"> <li>• Meaning and Nature of Company</li> <li>• Types of Companies</li> <li>• Incorporation of a Company</li> <li>• Types of capital</li> <li>• Board of Directors - (Concept, Appointment and Removal of Directors)</li> <li>• Board Meetings &amp; Shareholders Meetings</li> <li>• Corporate Social Responsibility</li> <li>• Business Ethics</li> <li>• Ethical Dilemma</li> </ul>  |

| S. No.   | Topic                               | Sub Topics  |
|--|-------------------------------------|---|
| 5  | Legal Reasoning                     | <ul style="list-style-type: none"> <li>• Legal Fundamentals and Terms</li> <li>• Legal Problems - Reading and understanding a case</li> <li>• Legal Terminology and Maxims</li> <li>• Legal Reasoning - (a) Reasoning by Analogy (b) Inductive and Deductive Reasoning</li> <li>• Questions of Fact (or factual issues)</li> <li>• Questions of Law (or legal issues)</li> <li>• Landmark Judgments of Supreme Court and High Court</li> <li>• Reading Comprehension</li> </ul> |
| <b>Sub-part B - Logical Reasoning (20 Marks)</b> |                                     |   |
| 6  | Logical Reasoning                   | <ul style="list-style-type: none"> <li>• Calendars</li> <li>• Cause and Effect Reasoning</li> <li>• Clocks</li> <li>• Coding and Decoding</li> <li>• Deriving Conclusion from Passages</li> <li>• Drawing Inference</li> <li>• Number Test</li> <li>• Sequence and Series</li> <li>• Statement and Assumptions</li> </ul>   |
| 7  | Verbal Reasoning                    | <ul style="list-style-type: none"> <li>• Alphabet Test</li> <li>• Alpha Numeric Sequence Puzzle</li> <li>• Analogy</li> <li>• Assertion and Reason</li> <li>• Blood Relations</li> <li>• Decision Making</li> <li>• Inserting Missing Characters</li> <li>• Logical Sequence Test</li> <li>• Logical Venn Diagram</li> <li>• Number, Ranking and Time Sequence Test</li> <li>• Syllogism</li> <li>• Truth Tellers and Liars</li> </ul>  |
| 8  | Non-Verbal Reasoning                | <ul style="list-style-type: none"> <li>• Analytical Reasoning</li> <li>• Classification</li> <li>• Completion of Incomplete Pattern</li> <li>• Figure Matrix</li> <li>• Grouping of Identical Figures</li> <li>• Mirror Image</li> <li>• Rule Detection</li> <li>• Numeric and Alphabet Series</li> </ul>   |
| <b>Sub-part C - Quantitative Aptitude</b>        |                                     |   |
| 9  | Number Systems                      | <ul style="list-style-type: none"> <li>• Computation of Whole Number</li> <li>• Decimal and Fractions</li> <li>• Relationship between numbers</li> </ul>  |
| 10   | Fundamental arithmetical operations | <ul style="list-style-type: none"> <li>• Percentages</li> <li>• Ratio and Proportion</li> <li>• Square roots</li> <li>• Averages</li> <li>• Interest (Simple and Compound)</li> <li>• Profit and Loss</li> </ul>  |

## PART - 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

Sub-part A - Economics (25 Marks)

Sub-part B - Business Environment (25 Marks)

| S. No.                                   | Topic   | Sub-topics   |
|--|---|--|
| <b>Sub-part A - Economics (25 Marks)</b> |   |  |
| 1  | Basics of Demand and Supply and Forms of Market Competition | <ul style="list-style-type: none"> <li>● 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</li> <li>● Forms of Market Competition- Monopoly, Duopoly, Oligopoly, Perfect Competition and Monopolistic Competition</li> </ul>  |
| 2  | National Income Accounting and Related Concepts             | <ul style="list-style-type: none"> <li>● Meaning and methods to compute National Income ● Key concepts of National Income (GNP, GDP, NNP, NDP, Domestic Income, Private Income, Personal Income, Disposable Income, Real Income and Per Capita Income)</li> </ul>  |
| 3  | Indian Union Budget   | <ul style="list-style-type: none"> <li>● 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</li> </ul>  |
| 4  | Indian Financial Markets                                    | <ul style="list-style-type: none"> <li>● Overview of Indian Financial Ecosystem ● Key facets of Indian financial system ● Growth of Financial Institutions ● Public and private sector banks</li> <li>● Industrial Finance Corporation of India and 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</li> </ul> |
| 5  | Indian Economy  | <ul style="list-style-type: none"> <li>● 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</li> <li>● Foreign Investments in India- Types and Flows</li> </ul>  |

| S. No.  | Topic                       | Sub-topics   |
|---|-----------------------------|--|
| <b>Sub-part B - Business Environment (25 Marks)</b> |                             |  |
| 6   | Entrepreneurship Scenario   | <ul style="list-style-type: none"> <li>Government initiatives to foster entrepreneurship</li> <li>Need for entrepreneurship in India</li> <li>Bottlenecks in entrepreneurial growth</li> </ul>   |
| 7   | Business Environment        | <ul style="list-style-type: none"> <li>Overview of Business Environment</li> <li>Features and factors influencing business environment</li> <li>Types of environment: Economic environment, Socio-cultural environment, Political environment, Legal and Technological environment</li> <li>Ease of Doing Business Index by World Bank for India and Department for Promotion of Industry and Internal Trade (DPIIT) for States</li> </ul> |
| 8   | Key Government Institutions | <ul style="list-style-type: none"> <li>Basic awareness about various institutions and regulatory bodies in India such as NITI Aayog, MCA, SEBI, RBI, IBBI, CCI, NCLT and NCLAT</li> </ul>  |

## PART - 4

### CURRENT AFFAIRS

#### Objective:

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

#### Total Marks - 30 Marks

| S. No. | Topic                                      | Sub Topic   |
|--------|--|---|
| 1      | National and International Current Affairs | <p><b>Current affairs of National and International importance relating to :</b></p> <ul style="list-style-type: none"> <li>International Bodies such as ASEAN, BRICS, SAARC, G-20, BIMSTEC</li> <li>Organizations like, RBI, NABARD, CCI, IBBI, IMF, OECD, ADB, World Bank</li> <li>Summits and Conferences</li> <li>Current development in Banking and Finance such as digital banking, govt. initiatives, financial inclusion</li> <li>Current development in stock markets</li> <li>Recent important judgments passed by Supreme Court and High Courts of India, Tribunals</li> <li>Current affairs related to CS Institute/Profession and Regulatory Bodies</li> <li>Current updates on Environment, Bio-Diversity, Climate Change and Sustainable Development</li> <li>Latest Developments in Science And Technology, IT, Computers and Space Science</li> <li>Business Personalities and Leaders</li> <li>Committees and Appointments</li> <li>Current Political Scenario</li> <li>Initiatives/ Schemes of the Government</li> <li>Governance and Ethics</li> <li>International Diplomacy</li> </ul> |
| 2      | Business and Economy                       | <ul style="list-style-type: none"> <li>International Trade Agreements</li> <li>Export Import Scenarios</li> <li>Recent Appointments of Chairman/MD/CEO of renowned companies</li> <li>Recent Mergers and Acquisitions of Companies in India and Abroad</li> <li>Other Recent Business Developments</li> </ul>   |