

Syllabus for Junior Officer (Company Secretarial)/ S4 level

- Companies Act, 2013 with special knowledge of Chapter VI, VII, VIII, XII and XXII
 - Rules Framed under Companies Act, 2013 - Companies (Registration of Charges) Rules, 2014; Companies (Management and Administration) Rules, 2014; Companies (Declaration and Payment of Dividend) Rules 2014 and Companies (Meeting of Board and its Powers) Rules, 2014
 - Company Definition and Nature
 - Corporate Veil and Lifting of Corporate Veil
 - Types of Companies and Incorporation
 - Memorandum and Articles of Association including alteration
 - Common Seal
 - Shares and Share Capital
 - Charges – Creation, modification and satisfaction
 - Prospectus – Definition, abridged, DRHP, RHP
 - Depository System -Dematerialization and Re-materialisation
 - Listing of Securities
 - Directors – Appointment, re-appointment, qualifications
 - Company Secretary – appointment, role, responsibilities
 - Meetings of Directors and Shareholders
 - Dividend
 - Investment Loans and Deposits
 - Accounts and Audit
 - Board Report and Disclosures
 - Registers and Returns
 - Capital Market regulatory framework – SEBI Act 1992; Depositories Act 1996
 - SEBI(Listing Obligations and Disclosure Requirements) Regulations 2015- Chapter II, III and IV
 - Capital Market Intermediaries
 - E-governance and MCA-21
 - Secretarial Standards 1 & 2.
 - Secretarial Practice in r/o above matters
 - Conversant with and knowledge of relevant laws/rules/regulations amended up to 31st December 2015 as applicable to Listed Government Companies
 - Working knowledge of Board Meetings, Committee Meetings, Shareholder Meetings, Postal Ballot & E-Voting, Public Offers, Listing Agreement Compliances, DPE Corporate Governance compliances, E-Filing under MCA21, Secretarial Drafting & Conveyancing, Investor Services / Grievances, SEBI SCORES, NSE – NEAPS, maintaining Statutory Records and Registers etc.
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