

Syllabus for the Post of Secretary/Company Secretary

1. Company law
2. Cost and Management Accounting
3. Economic and Commercial Laws
4. Tax Laws and Practice
5. Company Accounts and Auditing Practices
6. Capital Markets and Securities Laws
7. Industrial, Labour and General Laws
8. Advanced Company Law and Practice
9. 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 Practices
17. Capital Commodity and Money Market
18. Insurance Law and Practice
19. Intellectual Property Rights – Law and Practice
20. International Business-Laws and Practices