

# Shortlisting Methodology

## For Company Secretary (E3) Recruitment (2020)



Candidates who had applied for the position of **Officer – Company Secretary** will be called for interview basis the shortlisting criteria as given below. Only the candidates meeting all the eligibility criteria's i.e. Age, Qualification, Work Experience as per advertisement will be considered for further evaluation in next stage and screened using shortlisting criteria.

### Details of Shortlisting Criteria:

In order to shortlist the candidates for interview stage (in a ratio of 1:10), following shortlisting formula is adopted:

$$\text{Merit Score (M)} = \text{Academics (A) (50\%)} + \text{Work Experience (W) (10\%)} + \text{Additional Qualification (A.Q) (5\%)}$$

#### I. Academics Score (A) - 50% weightage

Candidates Score in Company Secretary Degree is given 50% weightage and converted to scores accordingly.

#### II. Work Experience (W) – 10% weightage

X= Work Experience months after ACS membership and in Public Listed Company only

a. Work Experience less than 6 years

$$\text{W. E} = 5 + \frac{(X - 36)}{36} \times 5 \text{ Marks}$$

36

b. Work Experience more than 6 years – 10 Marks

**NOTE:** Only completed months of work experience will be considered while calculating the merit score.

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**III. Additional Qualification (AQ) – 5% weightage**

S.No	Name of Degree / Certification	Marks
1	LLM (Post. LLB)	2
2	LLB ( 3year/5 years)	3
3	MBA Finance	2
4	ICWA/CA/CFA	2
5	Other Certifications Post Membership Qualification from ICSI	1

**NOTE:** Scores will be converted to assigned weightage.

In order of Merit Score arrived using above formula, candidates are shortlisted and called for an Interview. These applications will be evaluated in all respects as per the eligibility criteria mentioned in the advertisement. Candidates meeting all eligibility requirements for the position (as per application form and resume) will be called for interview.

If on verification at any subsequent stage any variation is found or candidate is found to be not meeting selection criteria, candidature will be withdrawn immediately, and he/she will not be allowed to participate in selection process further.