

CS Executive Entrance Test (CSEET)

Draft Syllabus



**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)

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

S. No.	Topic	Sub Topic	Marks
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 <i>etc.</i> • Enriching Vocabulary-Choice of words, Synonyms and Antonyms • Common errors in English • Words with multiple meaning • One word substitution • Words frequently mis-spelt • Homophones • Idioms and phrases • Proverbs • Abbreviations • Para jumbles • Sentence completion • Sentence arrangement • Sentence correction • Foreign words and phrases commonly used • Comprehension of passage and art of Summarizing 	20 Marks
2.	Communication	<ul style="list-style-type: none"> • Concept of Communication, Meaning and Significance of Good Communication • Business Communication- Principles and Process • Means of Communication- Written, Oral, 	15 Marks

		<p>Visual, Audiovisual</p> <ul style="list-style-type: none"> • Choice of Modes of Communication • Communication Networks- Vertical, Circuit, Chain, Wheel, Star • Commonly used Mediums of Digital Communication- Email, SMS, Voice mail, Multimedia, Teleconferencing, Mobile Phone Conversation, Video Conferencing etc. • 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 	10 Marks
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. 	5 Marks

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)

S.No	Topic	Sub Topics	Marks
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 • 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 	5 Marks
2.	Elements of General Laws (Indian Contract Act and Law of Torts)	<p style="text-align: center;">A. <u>Law of Contract</u></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 	5 Marks

		B. <u>Law of Torts</u> <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 Value 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 	5 Marks
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 • Corporate Social Responsibility • Business Ethics • Ethical Dilemma 	5 Marks
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 	5 Marks

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 	10 Marks
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 	10 Marks
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 	5 Marks

Paper - 3

Economic & 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 Mark – 50 marks

Part A– Economics (25 Marks)

Part B – Business Environment (25 Marks)

S. No	Topic	Sub-topics	Marks
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 	5 Marks
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.) 	5 Marks
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 	5 Marks

4	Indian Financial Markets	<ul style="list-style-type: none"> • Overview of Indian Financial Ecosystem • Key facets of Indian financial system • 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 <p>Financial assistance scenario for Small and Medium Enterprises and Start-Ups.</p>	5 Marks
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 	5 Marks
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 	10 Marks
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, 	10 Marks

		<p>Political environment, Legal and Technological environment</p> <ul style="list-style-type: none"> 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. 	5 Marks

Paper- 4
Current Affairs, Presentation & Communication Skills

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 – 50 marks

Part A – Current Affairs (25 marks)

Part B – Presentation & Communication Skills (Viva) (25 marks)

S. No.	Topic	Sub-topics to be covered	Marks
Part A – Current Affairs (25 marks)			
1	Current Affairs	Current affairs of national and international importance relating to: <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 	25 Marks

		<ul style="list-style-type: none"> • Sports • Current political scenario • Initiatives/ schemes of the government • Language and national symbols • Governance and ethics • International diplomacy 	
Part B – Presentation & Communication Skills (Viva)(25 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 	10 Marks
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 	10 Marks
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 	5 Marks
