

# 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.	<b>Essentials of Good English</b>	<ul style="list-style-type: none"> <li>• English Grammar and its usage-Noun, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjection, Voice, Articles, Tenses, Prefix and Suffix, Punctuations etc.</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>	<b>20 Marks</b>
2.	<b>Communication</b>	<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,</li> </ul>	<b>15 Marks</b>

		<p>Visual, Audiovisual</p> <ul style="list-style-type: none"> <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, Video Conferencing etc.</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.	<b>Business Correspondence</b>	<ul style="list-style-type: none"> <li>• Business Letters- Its Essentials, Parts, Types, 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, 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, Email Etiquettes</li> <li>• Essential Elements of Email- Subject line, Formal Greeting, Target Audience (Reader), Clarity and Conciseness, Formal Closing, Proof reading, Feedback</li> <li>• Advantages and Disadvantages of Email</li> </ul>	<b>10 Marks</b>
4.	<b>Common Business Terminologies</b>	<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>	<b>5 Marks</b>

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**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
<b>Part A</b>			
<b>Legal Aptitude (25 marks)</b>			
1.	<b>Indian Constitution</b>	<ul style="list-style-type: none"> <li>• Preamble</li> <li>• Citizenship</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>	<b>5 Marks</b>
2.	<b>Elements of General Laws (Indian Contract Act and Law of Torts)</b>	<p><b>A. <u>Law of Contract</u></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>	<b>5 Marks</b>

		<b>B. <u>Law of Torts</u></b> <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	<b>Elements of Company Secretaries Legislation</b>	<ul style="list-style-type: none"> <li>• The Institute of Company Secretaries of India</li> <li>• Vision, Mission, Motto and Core Value 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>	<b>5 Marks</b>
4	<b>Elements of Company Law</b>	<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>	<b>5 Marks</b>
5	<b>Legal Reasoning</b>	<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-           <ul style="list-style-type: none"> <li>(a) Reasoning by Analogy</li> <li>(b) Inductive and Deductive Reasoning</li> </ul> </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>5 Marks</b>

<p style="text-align: center;"><b>Part-B</b></p> <p style="text-align: center;"><b>Logical Reasoning (25 marks)</b></p>			
<b>6</b>	<b>Logical Reasoning</b>	<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>	<b>10 Marks</b>
<b>7</b>	<b>Verbal Reasoning</b>	<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>	<b>10 Marks</b>
<b>8</b>	<b>Non-Verbal Reasoning</b>	<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>5 Marks</b>

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## 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
<b>Part A- Economics (25 Marks)</b>			
1	<b>Basics of Demand and Supply and Forms of Market Competition</b>	<ul style="list-style-type: none"><li>• Theory of Demand and Supply</li><li>• Equilibrium Price</li><li>• Elasticity of Demand and Supply and other related concepts</li><li>• 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>	<b>5 Marks</b>
2	<b>National Income Accounting and Related Concepts</b>	<ul style="list-style-type: none"><li>• Meaning and methods to compute National Income</li><li>• Key variables of National Income (GNP, GDP, NNP, NDP etc.)</li></ul>	<b>5 Marks</b>
3	<b>Indian Union Budget</b>	<ul style="list-style-type: none"><li>• Key terminologies / heads covered under the budget</li><li>• Revenue and Capital Budget</li><li>• Major components of Revenue and Capital Budget</li><li>• Meaning of Fiscal Deficit</li><li>• Components/ Variables covered under Fiscal Deficit</li></ul>	<b>5 Marks</b>

<b>4</b>	<b>Indian Financial Markets</b>	<ul style="list-style-type: none"> <li>• Overview of Indian Financial Ecosystem</li> <li>• Key facets of Indian financial system</li> <li>• Growth of Financial Institutions</li> <li>• Public and private sector banks</li> <li>• Industrial Finance Corporation of India Small Industries Development Bank of India</li> <li>• Regional Rural Banks</li> <li>• Cooperative Banks</li> <li>• Non-Banking Finance Companies</li> <li>• Basics of Capital Market: Types of Shares and Debentures</li> </ul> <p>Financial assistance scenario for Small and Medium Enterprises and Start-Ups.</p>	<b>5 Marks</b>
<b>5</b>	<b>Indian Economy</b>	<ul style="list-style-type: none"> <li>• Primary (Agriculture and allied activities)</li> <li>• Secondary (Manufacturing)</li> <li>• Tertiary (Services):</li> <li>• Current scenario of agriculture and allied activities in India</li> <li>• Agricultural and Industrial Policies of India</li> <li>• Current scenario of services sector in India</li> <li>• Balance of Payments</li> <li>• Components of Balance of Payments</li> <li>• Favorable and Unfavorable Balance of Trade</li> <li>• Foreign Investments in India- Types and Flows</li> </ul>	<b>5 Marks</b>
<b>Part B- Business Environment (25 Marks)</b>			
<b>6</b>	<b>Entrepreneurship Scenario</b>	<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>	<b>10 Marks</b>
<b>7</b>	<b>Business Environment</b>	<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,</li> </ul>	<b>10 Marks</b>

		<p>Political environment, Legal and Technological environment</p> <ul style="list-style-type: none"> <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	<b>Key Government Institutions</b>	<ul style="list-style-type: none"> <li>• <b>Basic awareness about various institutions and regulatory bodies in India such as NITI Aayog, MCA, SEBI, RBI, IBBI, CCI, NCLT/NCLAT etc.</b></li> </ul>	<b>5 Marks</b>

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## 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
<b>Part A – Current Affairs (25 marks)</b>			
1	<b>Current Affairs</b>	<b>Current affairs of national and international importance relating to:</b> <ul style="list-style-type: none"><li>• International bodies (ASEAN, BRICS, SAARC, G-20, BIMSTEC, etc.)</li><li>• Organizations like, RBI, NABARD, CCI, IBBI, IMF, OECD, ADB, World Bank, etc.</li><li>• Summits and conferences</li><li>• Current development in Banking and Finance (digital banking, govt. initiatives, financial inclusion, etc.)</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, biodiversity, 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>• Art and culture</li><li>• Books and their authors</li><li>• Awards and honours</li></ul>	<b>25 Marks</b>

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

<b>2</b>	<b>Listening Skills</b>	<ul style="list-style-type: none"> <li>• Questions based on audio clips           <ul style="list-style-type: none"> <li>– Monologue</li> <li>– Dialogue</li> </ul> </li> <li>• Grammar Test</li> <li>• Vocabulary Test</li> </ul>	<b>10 Marks</b>
<b>3</b>	<b>Written Communication Skills</b>	<ul style="list-style-type: none"> <li>• Writing on a given topic</li> <li>• Correcting a given paragraph</li> <li>• Short Note writing</li> <li>• Essay writing</li> <li>• Precis writing</li> </ul>	<b>10 Marks</b>
<b>4</b>	<b>Oral Communication Skills</b>	<ul style="list-style-type: none"> <li>• Candidates are expected to:           <ul style="list-style-type: none"> <li>– Answer a question</li> <li>– Speak on a given topic</li> <li>– Explain the given term</li> </ul> </li> </ul>	<b>5 Marks</b>

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