

Chartered Secretary Admission Notice

Session: January-June, 2025 (Dhaka & Chattogram)

If you are willing to prepare yourself for a Challenging and Rewarding Profession 'Chartered Secretary' (CS) is the right choice for YOU. The Chartered Secretary is the global requisite qualification to become a Company Secretary.

Admission in the Foundation Level:

Application in prescribed format given in ERP (icsberp.org) is invited from –

- Graduates from any discipline other than business background; (Or)
- Business Graduates with less than 6 (six) points; (Or)
- HSC Passed students with combined GPA of 8.00 (eight) in SSC/Equivalent & HSC/Equivalent exams; (Or)
- Edexcel, Cambridge Intl. Exams, and Intl. Baccalaureate (IB) background students with minimum 30 points across 5 – 7 Subjects in the O-Level; & minimum 12 points across 2 – 3 Subjects in the A-Level examinations.
(Grade points to be calculated in the following manner: Grade A - 10, B - 8, C - 6, D - 4, E - 2 points).

for undertaking a Foundation Level with a duration of 6 (six) months for January-June, 2025 Session. After passing they will be eligible for enrollment in the Certificate Level-I in the subsequent semester.

Admission in the CS Certificate Level-I:

Application in prescribed format given in ERP (icsberp.org) is invited from the Business Graduates with 6 points* or MBA/MBM/ MBS/CA/ACCA/CMA or from any recognized professional body who are interested to pursue the CS qualification for enrollment in its Certificate Level-I of January-June, 2025 Session.

Date of Application	Application Deadline: December 19, 2024 <i>(Original Certificates must be shown at the time of Admission)</i>	
Minimum Eligibility	University Graduate with 6 points* (1st Div.=3, 2nd Div.=2, 3rd Div.=1) Or equivalent CGPA	
Fees for Certificate Level-I	Tuition fees for Certificate Level - I	Tk.27,800/-
	Application fee	Tk. 1,000/-
Fees for Foundation Level	Tuition fees for Foundation Level	Tk.18, 000/-
	Application fee	Tk. 1,000/-
Class timing & Venue	3/4 Days in a week including Fridays at ICSB Main Campus (Dhaka) & Chattogram Branch	
Duration	Total 5 Semesters (excluding Foundation Level) of 6 months each	

For further information, please contact:

ICSB Head Office, Padma Life Tower (8th Floor), 115, Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1000,
Chattogram Office: Golden Plaza (Level-5), 1692 C. D. A. Avenue, East Nasirabad, Chattogram-4225

Dhaka Contact no:	09609 350 350, Mobile: 01708 030804	Chattogram Contact no: 01611 592709
Website:	www.icsb.edu.bd	E-mail: education@icsb.edu.bd

Apply through <https://icsberp.org>

Application Fee Payment Instruction:

- Application Fee (Tk. 1000/-) should be paid through the integrated payment system of ICSB-ERP (icsberp.org) by using USERNAME and PASSWORD provided in applicant's email and Mobile SMS;
- Applicant may choose any one from the following payment options:

Option 1 (Credit Card)	Option 2 (SSL Commerz)	Option 3 (Mobile Financial Services – MFS)		Option 4 (Offline Payment)
		bKash	Nagad	
<ul style="list-style-type: none"> • Master Card / Visa Card 	<ul style="list-style-type: none"> • Mobile Banking • Internet Banking • Debit Card • Credit Card 	<ul style="list-style-type: none"> • Merchant A/C No: 01708 030 804 by using 'payment' option (charge applicable) • Please write applicant's name in the 'reference' field. 	<ul style="list-style-type: none"> • Merchant A/C No: 01708 030 804 by using "bill pay" option; • Please write 1111 as CS/FCS/ACS No, Name, Mobile Number; • Fees Type: Other Fee. 	<ul style="list-style-type: none"> • Southeast Bank Through Deposit Slip (Deposit Slip will be automatically sent to applicant's email)

- Please send the screen shot of payment to the email: icsbadmission@gmail.com


Md Zakir Hossain

Secretary & Chief Executive Officer