

Subject – Secretarial Practices
Subject code- BBA603 / BCH603
Lecture 2

QUALIFICATIONS OF THE SECRETARY

Any Individual possessing any of the following qualifications may be appointed as a whole-time secretary in a company to perform of duties of secretary:

1. Membership of the Institute of Company secretary of India (ICSI).
2. Pass in the intermediate examination conducted by the Institute of Company Secretary in India (ICSI).
3. Post-Graduate degree in commerce or corporate secretaryship awarded by any university in India.
4. Degree in Law awarded by any university.
5. Membership of the Institute of Cost and Works Accountants of India.
6. Membership of the Institute of Chartered Accountants of India.
7. Post-graduate in company Law and Secretarial Practice granted by the University of Udaipur.
8. Membership of the Association of Secretaries and Manager, Calcutta.
9. Diploma in Corporate Laws and Management granted by the Indian Law Institute, New Delhi.

Qualities of Secretary:

A-successful secretary should have educational, organizational, behavioral and functional skills and abilities.

1. Sound Education:

The secretary must have a sound and a high level of education. He / She should have graduate or post-graduate qualifications in Science, Arts or Commerce, preferably with a degree in Law.

2. Good General Knowledge:

He should have a high standard of general knowledge which will broaden and enrich his mental horizon. He will keep himself abreast of time through continuous reading of books, journals, newspapers, reports etc.

3. Good Knowledge of English:

The secretary should have good command over English language because he has to make correspondences, write reports, minutes etc. in English. A secretary should have a powerful and lucid pen.

4. Knowledge of Foreign Language:

In case of Govt. of India, a foreign secretary is supposed to have knowledge of the language of the country where he is posted. In case of business having foreign connections, the secretary should have knowledge of the country's language where the branch office is situated.

5. Communication Skill:

Effective communication is very important for any executive. Being a spokesman for the organisation, the secretary must know the art of communication. He has to explain a lot to other persons. Hence, the secretary must have a good command over language—both written and oral.

6. Knowledge of Law and Procedure of Meeting

The secretary should have knowledge of law operating in the country. He is responsible for convening and conducting meetings. He should have thorough knowledge of the procedures and rules of meetings. If he is the secretary of public bodies, statutory corporations or companies, he must observe the rules and regulations of meetings as prescribed in the respective statutes.

7. Abilities of Office Organisation:

The secretary is in charge of an office. He has to run and manage the office efficiently. He must have a sound practical knowledge about the best system of maintaining office including the modern systems of filing, indexing, handling of office equipment and computer, e-mails, intranet, internet and labour-saving devices.

He must have some knowledge of personnel management and must be able to maintain good relations with the staff.

8. Good Personality and Character:

The secretary must have dynamic and pleasant personality, and an amiable nature. An ideal secretary must have honesty, integrity, loyalty, tact and presence of mind.

9. Computer Knowledge:

Ability of working with computers nowadays is a must.

