

Company Secretary interview checklist

Most CS roles have an HR screen, a technical round with the head of secretarial or legal, and a final round with the CFO or a director; listed companies may add a written test on SEBI regulations.

10 QUESTIONS TO PRACTISE OUT LOUD

1. How do you prepare for and conduct a board meeting under the Companies Act?

What it checks: Whether you know the procedure end to end, including notice, agenda, quorum and minutes, and follow Secretarial Standard SS-1 in practice.

2. Tell me about a time a director wanted to skip a required procedure.

What it checks: Your independence and courage as the compliance officer, and whether you can say no to senior people in a respectful, practical way.

3. Why do you want to work as an in-house company secretary rather than in practice?

What it checks: Motivation and understanding of the in-house role, including being a key managerial person and working closely with the board.

4. What is the difference between an ordinary and a special resolution? Give examples of each.

What it checks: Basic knowledge of voting requirements and whether you can map common corporate actions to the correct type of resolution.

5. Describe a time you had several compliance deadlines falling in the same week.

What it checks: Planning and prioritisation skills, since secretarial work runs on hard legal deadlines with penalties for delay.

6. What CTC are you expecting for your first role after qualifying as a CS?

What it checks: Whether you have realistic expectations and can explain your number calmly using the role and your training rather than guesswork.

7. Walk me through the annual ROC filings for a private limited company.

What it checks: Whether you know the annual compliance calendar and the key forms, and understand how they link to the AGM date.

8. During your training, did you ever find an error in a filing or document? What did you do?

What it checks: Care, honesty and initiative during training, and whether you raise issues with your seniors rather than letting them pass.

9. This role is based at our head office in another city. Are you open to relocating?

What it checks: Your commitment and practical readiness to move, since the CS must be available for board meetings, inspections and registered office matters.

10. How do you handle approval of a related party transaction under Section 188?

What it checks: Depth on related party compliance: identifying related parties, arm's length testing, approvals at the right level and disclosure.

TIPS FOR THIS INTERVIEW

- Make a one-page list of common MCA forms, what each is for and its due date, and revise it before every interview.

- Prepare two stories from training or work where you caught a compliance gap, with the form number, what was wrong and how it was fixed.
- For listed-company roles, revise SEBI LODR disclosures, the PIT Regulations and related party rules, because the technical round often focuses there.
- Read the company's annual report, especially the board's report, corporate governance report and secretarial audit report, and note anything unusual.

THE DAY BEFORE

- ☐ Confirm the time, venue or video link and the interviewer's name
- ☐ Plan your route and leave time for traffic, or test your camera, microphone and internet
- ☐ Keep copies of your resume, ID proof, certificates and photographs in a folder
- ☐ Iron your clothes and charge your phone and laptop
- ☐ Do one final run-through of your introduction, then stop and rest

ON THE DAY

- ☐ Arrive 15 minutes early, or log in 5-10 minutes early for a video call
- ☐ Greet everyone politely, including the receptionist or coordinator
- ☐ Listen to the full question, pause, then answer in a clear structure
- ☐ Take brief notes of names and key points
- ☐ Ask your prepared questions and confirm the next steps before you leave