

**INSTURCTONS FOR FILLING-UP THE GENERAL OBSERVERS**  
**EMPANELMENT FORM AT**  
**ICSI OBSERVER PORTAL (<https://observer.icsi.edu>)**

1. The Empanelment for ICSI General Observer is applicable for ICSI Members and Employees of the ICSI.
2. Before filling-up the Empanelment Form, kindly check the eligibility for Empanelment as ICSI General Observer for CS Examinations.
3. After selecting 'Empanelment for' as applicable, the ICSI Members would select their type as ACS or FCS and subsequently fill their numeric Membership Number.
4. ICSI Employees must fill their complete alphanumeric Employee Code.
5. The ICSI Member would need to select their date of Birth as mentioned in the Membership records of ICSI.
6. The data so filled needs to be validated after which an OTP will be received at the Email/ Mobile number as mentioned in the Members data base of ICSI. The details of a member may be updated only at the ICSI Members Portal.
7. Members should select 3 Cities out of cities having ICSI Exam Centre in order of their preference to perform their duty as ICSI General Observer.
8. Members should select the dates when they propose to perform their duty as ICSI General Observer.
9. Normally, a General Observer will be allotted duty in the City where the Member/ Employee resides.
10. Kindly keep ready a soft copy of your Photograph (size 40 kb to 100 kb) and Signature (size 40 kb to 100 kb) ready in jpeg, jpg or png format.
11. For Payment purposes, kindly fill in the required Bank details including Bank Name, Account Number, Type of Account, IFSC Code, etc. very carefully.

12. ICSI Members carrying out the responsibility as General Observer will be paid a lumpsum HONORARIUM of Rs. 1400 per day per session for duty performed. No TA-DA is admissible, only Honorarium will be paid to the ICSI General Observer.
13. Actual allocation of duty as General Observer in the CS Examinations would be at the sole discretion of the Institute and the decision of the Institute will be final.
14. Institute reserves rights for deputing General Observers from among the persons empanelled or otherwise. Empanelment as General Observer shall not give any right to any member/employee/other in any manner.
15. Please select the Declaration terms as appearing after filling the first page of the Empanelment Form.
16. Fill all the information in CAPITAL letter only.