

## INFORMATION ABOUT TRAINING OPPORTUNITIES AND SPONSORSHIP

### Eligibility for 15 Months Training:

Students are eligible to commence 15 months training after passing the Executive Programme examination and completion of 8 days Executive Development Programme either.

- (i) With a company having minimum paid up share capital of Rupees fifty lakhs; or
- (ii) With a Company Secretary in Practice; or
- (iii) With Ministry of Corporate Affairs, Registrar of Companies, Regional Directors, Official Liquidator, Banks, Law Firms, Consultancy Firms, Financial Institutions, Government Bodies & Departments, PSU.

Companies, Company Secretaries in Practice, and other organizations are required to be registered with the Institute for imparting training.

### Procedure for searching 15 Months Training

1. Students may directly apply for getting training with resumes to the Companies, Company Secretaries in Practice and other organisations registered with the Institute for imparting training;
2. List of companies /organisation (including law firm, consultancy firms etc.) and list of Company Secretaries in Practice registered for imparting training is available at training page/link at website of the Institute ([www.icsi.edu](http://www.icsi.edu)), which can be searched by selecting the available options.
3. Contact the nearest Regional/Chapter office of the Institute for getting information of local vacancies and seeking assistance for training.
4. Companies, PCS and other organisations which are not registered with the Institute can also be registered.
5. For seeking assistance in searching training from the Institute, students are required to submit resume, copy of EDP completion certificate and duly filled details in given [excel sheet](#) to the Training Section at [shrutib.gupta@icsi.edu](mailto:shrutib.gupta@icsi.edu) for forwarding the details/resumes to the Companies, company secretaries in practice and other organisations, as per available vacancies for further short-listing and interview at their end.

### Procedure for registration of 15 months training with the Institute

In case of 15 months training with company/ organisation (including law firm, consultancy firms etc.)

- i) Ensure whether the company/ organisation (including law firm, consultancy firms etc.) is registered with the Institute for imparting training;
- ii) After selection the concerned company/ organisation (including law firm, consultancy firms etc.) or student, has to submit appointment letter (indicating the date of commencement), copy of EDP Completion Certificate and duly filled Training Form with the Training Section of the Institute for registration of training

of the student. The Institute would forward the final sponsorship letter to the company/organization with a copy to the student.

In case of 15 months training with Company Secretary in Practice (PCS)

- i) Ensure whether the Company Secretary in Practice (PCS) is registered with the Institute for imparting training and is eligible to take trainee with regard to their entitlement of maximum number of trainees. A Company Secretary in Practice is registered with the Institute on receipt of application for registration in the prescribed form available on the website of the Institute
- ii) After selection, a contract for training in prescribed format has to be executed between the PCS and the student concerned on non-judicial stamp paper (or through e-stamping /franking of requisite value as applicable in their respective state, in duplicate. Both have to keep one copy of the contract; Format of Apprenticeship contract is available on the website of the Institute at the link: <http://www.icsi.edu/docs/WebModules/Student/Form%20of%20Contract%20of%20Apprenticeship.pdf>
- iii) Within 15 days of commencement of training the concerned PCS or student has to submit a copy of contract, the particulars as prescribed in Part A & B with regard to employer and trainee, copy of EDP completion certificate and duly filled Training Form with the Training Section of the Institute for registration of training of the student. The Institute would forward the final sponsorship letter to the company/organisation with a copy to the student.

**Procedure for sponsorship for 15 days specialized training:**

A Professional Programme passed student after completing 15 months training (or exempted therefrom) can undergo 15 days training with any one of the prescribed specialized agency - Office of Registrar of Companies, Stock Exchange, Financial or Banking Institutions, Management Consultancy Firms, Office of Official Liquidator, Ministry of Corporate Affairs, Commodity Stock Exchange, Company Law Board, Broking firms or companies, Law firms, Universities (recognized by UGC), Merchant Bankers, Mutual Funds, Insurance Companies, SMEs, Industry Associations/ Chambers of Commerce, all Ministries, SEBI, IRDA, TRAI, CCI, Courts, Tribunals and other quasi-judicial bodies which are registered with the Institute for imparting 15 days training.

- i) Submit an application with the Institute for issuance of sponsorship letter for undergoing 15 days training specifically mentioning the name of the specialized agency along with a copy of Final/Professional Programme pass marksheets.
- ii) The Institute will issue sponsorship letter to the concerned specialized agency for arranging the 15 days training with a copy to the student.
- iii) After completion of 15 days training, the concerned specialized agency will issue a 15 days training completion certificate which shall be submitted with the Institute for records.

**For procedure of registration of companies, PCS and other organizations for imparting training and other queries related to various training and its procedures, kindly refer the 'FAQs' on Training placed at top right corner on the website of the Institute ([www.icsi.edu](http://www.icsi.edu)).**

**Contact Details**

<ul style="list-style-type: none"> <li>- For Registration of Companies, Law Firms, Consultancy firm and other organization for imparting 15 / 03 months training</li> <li>- Issue of sponsorship letter with Companies, Law Firms, Consultancy firm and other organization for 15 months training.</li> </ul>	<p>Mr. Sudhir Kumar, Assistant Director (S)</p>	<p><a href="mailto:sudhir.kumar@icsi.edu">sudhir.kumar@icsi.edu</a></p>	<p>011 - 45341089</p>
<ul style="list-style-type: none"> <li>- For Registration of Company Secretaries in Practice for imparting training</li> <li>- Issue of sponsorship letter with PCS for 15 months training.</li> </ul>	<p>Ms. Anita Mehra, Desk Officer</p>	<p><a href="mailto:anita.mehra@icsi.edu">anita.mehra@icsi.edu</a></p>	<p>011 - 45341000#1096</p>
<ul style="list-style-type: none"> <li>- For Registration of Specialized agencies for imparting 15 days training</li> <li>- Issue of sponsorship letter for 15 days specialized training</li> <li>- For assistance in searching training</li> </ul>	<p>Ms. Shruti Gupta, Asstt. Education Officer</p>	<p><a href="mailto:shrutib.gupta@icsi.edu">shrutib.gupta@icsi.edu</a></p>	<p>011 - 45341000#1098</p>

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