



Guidelines for granting exemption from 15 days Academic Program to such students who are having adequate working experience

The Council of Institute has approved the guidelines for granting exemption from 15 days Academic Program to the students who are having adequate working experience as per details given below:

1. Applicability of 15 days Academic Program :

Students under earlier training structure (i.e. students registered in Executive program on or before 31.03.2014)	Passed Executive Program before June 2015 exam session	Not applicable
	Passed Executive Program in June 2015 exam session and onwards	Not applicable
Students under modified training structure (i.e. students registered in Executive program on or after 01.04.2014)	Passed Executive Program before June 2015 exam session	Not applicable
	Passed Executive Program in June 2015 exam session and onwards	Applicable

2. Students having working experience as per details given in the under mentioned table are eligible to apply for said exemption:

Sl.No.	Particulars of experience required	Types of company or organisation
(i)	Six months experience as Assistant Company Secretary / Dy. Company Secretary or any higher designation in Secretarial Department	In any company or body corporate (having paid up share capital of minimum Rs.25 lacs) or (minimum annual Turnover of Rs.1 Crore) or (minimum gross annual receipt of Rs. 1 crore in case of Company Limited by Guarantee) or public sector undertaking or financial institution or bank.
(ii)	One year as Executive or Officer or any other higher designation in Managerial cadre.	In any company or body corporate (having paid up share capital of Rs.25 lac) or (minimum annual turnover of Rs.1 crore) or (minimum gross annual receipt of Rs.1 Crore in case of Company Limited by Guarantee) or public sector undertaking or financial institution or bank or Government

		organisation or statutory body or autonomous body or Practising Company Secretaries or firm of Practising Company Secretaries.
(iii)	One year experience in Clerical or Supervisory or Officer cadre.	In any department of the ministries under State/Central Government
(iv)	One year's continuous practice as Chartered Accountant or Cost & Management Accountant or as an Advocate	

3. For claiming the above exemption, student concerned shall be required to submit "Experience Certificate" issued by his/her employer, as per details given below:

- a) Experience Certificate should be neatly typed/printed on letter head of the company/organisation from where the student concerned has acquired the working experience;
- b) It should be signed by authorised signatory of the company/organisation. Name, Designation, signature with date and stamp of authorised signatory should be clearly visible;
- c) It should contain name of student, designation, period of working experience (from... to), monthly emoluments paid, detailed job profile handled by the candidate;
- d) Student should also submit documentary evidence in support of paid-up capital /turnover /gross annual receipt/certificate of practice as Chartered Accountant or Cost & Management Accountant or Bar Council registration certificate in case of Advocate/ Documentary proof of continuous practice as CA or CMA or Advocate etc. (whatever applicable, on case to case basis);
- e) Pass mark sheet of both groups/modules of Executive Program of ICSI

4. All supporting documents submitted by students are to be self-attested by the applicant bearing his/her signature & date.

5. Each student applying for exemption from 15 days Academic Program shall be required to pay processing fees of Rs 6,000/- per student. (Rupees six thousand only)

6. Since it is a processing fee, this is to be paid along with "application form for claiming exemption from 15 days Academic Program" through demand draft drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi.

7. Exemption shall always be granted from full 15 days Academic Program. There will be no provision of partial exemption (for example : somebody has been granted exemption from 2 days Induction or 3 days e-Governance etc. etc... and he/she is asked to undergo balance portion of 15 days

Academic Program i.e. 5 days Skill Development or 5 days Entrepreneurship Development Program).

8. After receipt of application for exemption from 15 days Academic Program along with exemption fees of Rs 6,000/-, while doing the scrutiny/checking of documents submitted by student, if it is found that student is not eligible for granting exemption from 15 days Academic Program, in such case 20% of fees paid by student, for claiming exemption from 15 days Academic Program shall be deducted towards the administrative cost incurred for processing of the application and balance amount of fees paid by him/her shall be refunded. Later on after some time, after acquiring some more experience or on the basis of some additional supporting documents if he/she is applying again for re-consideration of his /her request, he/she shall be required to apply a fresh along with payment of Rs 6,000/- as fees for claiming exemption from 15 days Academic Program once again.
9. Student's application for exemption from 15 days Academic Program shall be accepted through hard copy only in prescribed format along with all supporting documents & demand draft of Rs 6,000/- in original till complete online process for applying for exemption from 15 days Academic Program is made by ICSI. Applying for exemption from 15 days Academic Program through e-mail and sending scanned copies of all supporting papers through e-mail shall not be accepted.
10. Students are required to send the hard copy of above experience certificate with supporting documents, along with application for claiming exemption from 15 days Academic Program duly filled & signed by the applicant and original demand draft at the following address :

Director (Training & Placement)
The Institute of Company Secretaries of India
C-37, Sector-62
NOIDA-201301

11. After the exemption is granted, an intimation in this regard shall be sent to student concerned by the Institute .

Training / Revised on 01.04.16

(Format of application form for claiming exemption from 15 days Academic Program is given at the continuing page)



Application form for Exemption from 15 day Academic Program

Registration Number		Affix passport size colour photograph
Name		
Address for Correspondence		
Mobile Number		
E-mail		

Details of passing the Executive Programme examination of CS (Please attach the copies of mark sheets of all the groups/modules of Intermediate/Executive Programme)

Sl.No.	Group / Module	Examination	Session	Roll Number
1.	First	Intermediate/Executive Programme		
2.	Second	Executive Programme		

On the basis of work experience (as per details given below), I wish to apply for exemption from 15 days Academic Program:

Name of Company /Organisation	Designation	Paid up capital/ Turnover/Gross annual receipt	Period		Total duration	Nature of Job
			From	To		

Details of payment

Mode of payment	No. of DD	Date	Amount
Demand draft			

I am enclosing the following documents in support of my claim for exemption:

Enclosures :

- Experience Certificate containing name of student, designation, period of working experience (from... to), monthly emoluments paid, detailed job profiles being handled by the candidate. on letter head of the company/organisation signed by authorised signatory of the company/organisation with Name, Designation, signature with date and stamp of authorised signatory.*
- Documentary evidence in support of paid-up capital /Turnover /gross annual receipt/Certificate of practice as Chartered Accountant or Cost & Management Accountant or Bar Council registration certificate in case of Advocate/ Documentary proof of continuous practice as CA or CMA or Advocate etc. (whatever applicable, on case to case basis).*
- Pass mark sheet of Executive Program*

Declaration by student

I _____ do hereby declare that the particulars given above are true to the best of my knowledge and belief. I also agree that providing false particulars amounts to misconduct and if any misconduct is observed on my part, I shall abide by the decision of the Council which may suspend or cancel my registration as a student or may suspend or debar me from appearing in anyone or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned or declare that I am not fit and appropriate person to be admitted as an Associate Member of the Institute.

Place :

Date :

Signature of student