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भारत सरकार/GOVERNMENT OF INDIA

कारपोरेट कार्य मंत्रालय/Ministry of Corporate Affairs

प्रादेशिक निदेशक का कार्यालय( पूर्व क्षेत्र)/Office of the Regional Director(ER)

निजाम पैलेस,दुसरा एम एस ओ बिल्डिंग,तीसरा तल/Nizam Palace, 2<sup>nd</sup> M SO Building, 3<sup>rd</sup> Floor

आचार्य जगदीश चन्द्र बोस रोड 234/4, Acharya Jagadish Chandra Bose Road

कोलकाता/KOLKATA - 700 020

No. RD/CLA/1/966(Y.F.)/2018/Vol.II/Part VI

Dated : 15.12.2023

To

(1)	The Chairman, Institute of Company Secretaries of India (ICSI), Ranchi Chapter, 13/14, 2 <sup>nd</sup> Floor, Maa Lakshmi Plaza, Near Sahajanand Chowk, Basan Vihar, Harmu, Ranchi - 834002.
(2)	The Chairman, Institute of Cost Accountants of India (ICMAI), Ranchi Chapter, 303, Giridhar Plaza, Harmu Road, Near Ratu Road Chowk, Opp. Goshala, Ranchi, Jharkhand, Pin - 83 4001.

Sub :- Engagement of CS/CoA Trainees - reg.

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Sir/ Madam,

With reference to this Directorate's letter of even No. dated 08/11.09.2023 on the subject cited above, I am directed to state that this office is in the process of engagement 01 (One) no. of Company Secretary/Cost Account Trainee for the O/o Registrar of Companies-cum-Official Liquidator, Ranchi. Hence, you are requested to make wide publicity of the same among your students. The brief details of such engagement alongwith Terms and Conditions is attached herewith and marked as Annexure-"A".

2. In view of the above, you are requested to furnish (a) the List of interested candidates including their e-mail Id and Mobile No. alongwith (b) their Resumes at the earliest for doing the needful at this Directorate.

Yours faithfully,

  
(K.S.Reddy)  
Joint Director

Annexure - A

The Terms and Conditions for the Company Secretary/Cost Accountant "Trainee", to be engaged in the field offices of the Eastern Region of the Ministry of Corporate Affairs, are as follows :

1. The engagement will be for a period of 06 (six) months and the engagement may be extended upto one time for a further period of 06 (six) months subject to approval of the Scheme of the Ministry of Corporate Affairs, New Delhi beyond 31.03.2024 and keeping in view of the performance of Trainee(s).
2. The trainee, who is undergoing in the course of CS/CoA, will be given a stipend of Rs 15,000/- (fifteen thousands only) per month. Trainee, who have passed the CS/CoA final examination, will be given stipend of Rs 20,000/- (twenty thousands only) per month. The final passed out trainees have to produce certificate/ mark sheet in original at the time of joining and to submit a self-certified copy thereof.
3. This engagement is purely temporary and does not confer any rights to the trainee for future employment in any of the offices of the Ministry of Corporate Affairs.
4. The training would be purely full time basis and normally working hours will be 09-30 AM to 06-00 PM (Recess timing from 01-30 PM to 2-00 PM) from Monday to Friday;
5. The engagement of Trainee is of temporary nature against the specific jobs/assignments. The engagement may be cancelled at any time by the Ministry/Directorate without assigning any reasons.
6. The place/station for the engagement is "for Ranchi only".

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