



# RASHTRIYA ISPAT NIGAM LIMITED

VISAKHAPATNAM STEEL PLANT (VSP)

(A Govt. of India Enterprise)

CIN: U27109 AP1982 GOI 003404

Regd. Office: Administrative Building, Rashtriya Ispat Nigam Limited (RINL),  
Visakhapatnam Steel Plant (VSP), Visakhapatnam –530 031, Andhra Pradesh, India.  
Telephone & Fax: +91 891 2518249/2759482  
Email: [jagadeeshm@vizagsteel.com](mailto:jagadeeshm@vizagsteel.com); Website: [www.vizagsteel.com](http://www.vizagsteel.com)

## COMPANY AFFAIRS DEPARTMENT

No. RINL/CA/CS (Trg)/01/2022/Extn.

Date: 07<sup>th</sup> May, 2022

### Internship/Training for Student Company Secretary (ies)


*(As per Company Secretaries Regulations, 1982)*

**Sub: - Extension of timeline for submission of Applications up to 31.05.2022.**

Please refer Advertisement for Internship / Training for Student Company Secretary (ies) (as per Company Secretaries Regulations, 1982) vide No. RINL/CA/CS (Trg)/01/2022;/ dtd 18.04.2022, the last date for submission of duly filled in applications is extended up to closing working hours (17.30 hrs) of **31<sup>st</sup> May, 2022**. Kindly take note no other changes in the advertisement dtd. 18.04.2022.

Further clarifications, if any, required kindly contact Company Affairs Dept, RINL at email: [cscrinl@vizagsteel.com](mailto:cscrinl@vizagsteel.com); Phone: 0891-2759482 / 2518249 or CS Anuja Mishra, Secretarial Officer, email: [anujam\\_2404@vizagsteel.com](mailto:anujam_2404@vizagsteel.com); Mobile: 8985078575.

Encl: Original Advertisement attached for kind reference.

  
**M. JAGADEESHWARA RAO**  
Company Secretary,  
Rashtriya Ispat Nigam Limited

Digitally signed by JAGADEESHWARA RAO  
MABAGAPU  
DN: c=IN, o=RASHTRIYA ISPAT NIGAM LIMITED,  
ou=SR. MANAGER(CA) AND COMPANY  
SECRETARY,  
2.5.4.20=da97b695572a94c38695d56edb088e78  
2b337142a08a9dafc0bd75600d1fff64,  
postalCode=530031, st=ANDHRA PRADESH,  
serialNumber=A01211EAB9D688EFE70B38D290A  
45B5F4C89456C6CF80998951B18FB6DB27B1F,  
cn=JAGADEESHWARA RAO MABAGAPU  
Date: 2022.05.07 14:46:44 +05'30'



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Regd. Office: Administrative Building, Rashtriya Ispat Nigam Limited (RINL),  
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Telephone & Fax: +91 891 2518249/2759482; Website: [www.vizagsteel.com](http://www.vizagsteel.com)

**COMPANY AFFAIRS DEPARTMENT**

No. RINL/CA/CS (Trg)/01/2022/

Date: 18<sup>th</sup> April, 2022.

**Internship/Training for Company Secretary Students**

*(As per Company Secretaries Regulations, 1982)*

Rashtriya Ispat Nigam Limited (RINL) popularly known as Visakhapatnam Steel Plant (VSP) (RINL/VSP), a Navratna Central Public Sector Enterprise (CPSE), India's first shore-based integrated Steel Plant built with state-of-the-art technology and a prime producer of long steel products in the country having extensive market in infrastructure, construction, automobile, electrical and forging industry with an annual turnover of 28,000 Crores (approx.) with authorised capital & paid-up of capital of 8000 Crs & 4889.85 Crs. RINL/ VSP is gearing up production to achieve rated capacity of 7.3 Mtpa liquid steel and 25 Marketing Branches Pan India. Forged Wheel Plant is another unit of RINL being setup at Lalganj, Raebareli, UP. The website of RINL is [www.vizagsteel.com](http://www.vizagsteel.com).

**RINL is looking for promising students possessing following eligibility and aspiring to undergo training as per Company Secretaries Regulations, 1982 at Company Affairs Dept situated at its registered office at Administrative Building, RINL/VSP, Visakhapatnam-530 031, Andhra Pradesh.**

The prospective CS Trainee will become part of core team of Company Affairs Department, RINL which consists of team of Company Secretary Professionals and secretarial/ministerial staff at its registered office, RINL/VSP. CS Trainees are actively engaged in core company secretarial works/jobs based on their capabilities/capacities from basic-to-high end such as preparation of agendas for all meetings of Board, Board Sub-Committee & General Meetings, documentation/s with regard to Statutory compliances, e-filings, Secretarial Audit and preparation & printing of Annual Report, XBRL etc.

**Details of Training & Eligibility:**

- 1) Qualification:** The aspirant should have completed and possess the certificates in **either** of the following:
  - (a) Professional programme of ICSI; **OR**
  - (b) Full Time Degree Course (3YDC) from any recognized university along with completion of at least one group of Professional programme; or completion of Executive programme of ICSI.**Note:** Completion of Executive Development Programme (EDP) of ICSI is mandatory **pre-requisite** in either of the case (a) or (b) above.
- 2) Computer proficiency:** The aspirant should possess hands on experience in MS-Office with speed typing (MS-Word). This is **mandatory pre-requisite** for training at RINL.
- 3) Duration of Training:** As per Company Secretaries Regulations, 1982, (ICSI) as amended.
- 4) Age:** The maximum age limit of aspirant should be 27 years as on date of this Advertisement.
- 5) Stipend:** The Sanctioned rates of stipend amount at RINL are as follows:-

ICSI Examination passed	Stipend amount (₹) with free accommodation*
Professional (all groups)	₹ 20,000/- per month
Professional (any single group)	₹ 15,000/- per month
Executive (all groups)	₹ 12,000/- per month

- 6) \*Accommodation:** CS Trainees at RINL are entitled to avail free accommodation as per RINL/VSP Rules. The accommodation will be provided generally on sharing basis for male candidates at Trainees Hostel and for female candidates at RINL/VSP Quarters at Township, Ukkunagaram, Visakhapatnam except for Local Candidates.

...Contd...2/-

- 7) **Canteen facilities:** Food items at canteen can be availed at subsidized rates on par with employees.
- 8) **Working Hours:** Monday to Saturday from 9:00 AM to 5.30 PM.
- 9) **Leaves:** Trainees will be entitled to leaves as per ICSI Rules and as per extant rules of RINL/VSP.
- 10) **Selection Procedure:**

- a) Interested candidates are required to submit their applications in the prescribed format given in this advertisement along with a copy of **resume** duly signed & dated. Application submitted in the prescribed format and duly filled as per instructions will only be considered. Any deviation to the format or filling of application will be summarily rejected without any intimation to the applicant.
- b) Upon receipt of application, the application will be evaluated as per the below criteria and marks will be awarded. The cut-off marks will be decided later. Candidates will be shortlisted for interview based on marks secured as per criteria. The interview will be arranged through video conferencing either by Skype or any other mode. However, physical interviews may also be considered based on situations/circumstances.
- c) The Application evaluation criteria is as follows:

S.No.	Criteria	Max.Marks
(i)	Professional Programme of ICSI Examination passed (5 marks/ group).	15
(ii)	Full Time Graduation (3YDC) Degree from recognized university.	10
(iii)	Work experience in relevant fields viz. Secretarial, Legal, Accountancy etc., with MS-Office Computer proficiency in any Office for not less than one year. <sup>(1)</sup>	10
(iv)	All India Rank (AIR) secured in Executive or Professional programme of ICSI (5 marks for each rank in Executive / Professional).	10
(v)	Executive/Professional programme of ICSI cleared in a single attempt.	5
(vi)	Pursuing final level of other professional courses viz. CA or CMA; or completed full time LL.B course.	5
(vii)	Extra-curricular activities- Achievements/Medals <sup>(2)</sup>	5
(viii)	NCC -B or -C Certificate (National Cadet Corps)	5
(ix)	Full Period of Training (21 months) sort at RINL/VSP	5
	<b>Total – (A)</b>	<b>70</b>
(x)	Interview	<b>Total – (B)</b>
		<b>30</b>
		<b>Grand Total (A+B)</b>
		<b>100</b>

<sup>(1)</sup> Supported by Experience Certificate. The consideration and evaluation of experience certificate is at the sole discretion of RINL/VSP.

<sup>(2)</sup> Please specify any achievements either in sports or education or any other filed/ activity state level onwards.

- d) The applicant who secures highest marks (grand total) as per the above criterion will be selected for the training and will be called for joining as per the Letter of Appointment to be issued by the Learning & Development Center (L&DC) formerly Training Dept, RINL/VSP.

- 11) **No. of Vacancies:** maximum two vacancies-subject to change.
- 12) **How to Apply:** Interested aspirants should apply in the prescribed format of Application through ICSI-Visakhapatnam Chapter of SIRC of ICSI with a copy to Company Secretary, RINL. Candidates may submit their applications to ICSI, Visakhapatnam Chapter through email [ypatnam@icsi.edu](mailto:ypatnam@icsi.edu) with a copy marked to [csrinl@vizagsteel.com](mailto:csrinl@vizagsteel.com) & [jagadeeshm@vizagsteel.com](mailto:jagadeeshm@vizagsteel.com). (Email ids of RINL). **The prescribed Application form for applying to CS Training at RINL is enclosed with the advertisement.**
- 13) **Last date:** Closing working hours of **30<sup>th</sup> April, 2022. i.e. 17.30 hrs**

For further clarifications/information please contact ICSI, Visakhapatnam Chapter Office, Visakhapatnam on 0891-2533516 or Company Affairs Department, RINL on 0891-251 8249/275 9482 during working hours.

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