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राष्ट्रीय इस्पात निगम लिमिटेड
(भारत सरकार का उद्दम)
विशाखपट्टणम इस्पात संयंत्र
विशाखपट्टणम

Rashtriya Ispat Nigam Limited
(A Govt. of India Enterprise)
Visakhapatnam Steel Plant
Visakhapatnam

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

APPLICATION for INTERNSHIP / TRAINING for COMPANY SECRETARY STUDENTS
(for Training as per the Company Secretaries Regulations, 1982)
[Please print this application and write conspicuously with neat handwriting]

(A) PERSONAL DETAILS

- (i) Name of the Student:
(Full name in BLOCK Letters)
- (ii) CS Student Registration No. (as allotted by ICSI):
- (iii) Date of Birth (DD / MM / YYYY):/...../.....Age:yrs. Gender: M / F
(As per proof of 10th /SSC/Academic certificates)
- (iv) **E-mail:** **Mobile No.:**
- (v) Aadhaar No.:

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- (vi) Address for communication:
.....
City/Dist:State: PIN Code:
- (vii) Permanent Address (if different from the above):
City/Dist:State: PIN Code:
- (viii) Nationality:.....State of Domicile:.....
- (ix) Languages known:Mother Tongue:

(B) PARENT / GUARDIAN DETAILS:

- (x) Name:Relationship:
- (xi) Occupation:Contact No. :

Signature of the Applicant \Rightarrow



(C) EDUCATIONAL QUALIFICATIONS & TRAINING DETAILS

(xii) **Particulars of Company Secretary (ICSI) Course Examinations passed:**

S.No.	Foundation, Executive & Professional Programmes of ICSI	Group/Module	Month & Year of Passing	Marks Secured
1.				
2.				
3.				
4.				
5.				
6.				

Please specify All India CS Rank/Medals, if any:-

(xiii) **Particulars of Academic Qualifications:** (from 10th / SSC and Plus Two/12th onwards.....) **continue by attaching separate sheet for more details, if any.**

S.No.	Name & Place of the Institution / College/ University	Course Name	Full Time/ Part Time	Month & Year of Passing	Division Secured	%
1.						
2.						
3.						
4.						
5.						

(xiv) **Particulars of FULL TIME course, if any, joined / pursuing as on date of application:**

Name of the CourseDuration: From: (MM/ YYYY) To: (MM/ YYYY)

Name & Place of the Institution / College/ University.....

(xv) **Details of CS Training undergone till date (if any):** *NIL / NA, if not relevant.*

Name of the Trainer(s)	Period of Training	No. of leaves taken during the period	Training registered with ICSI (Yes/No)	NOC submitted or not	Sponsorship Letter No. & Date

(xvi) **Period of Training sort:** Full period of 21 months (Yes/No)

If No, what will be the period of training sort, specify:

Signature of the Applicant →



(xvii) **Details of any other Training(s)/Internships other than (xv) above undergone till date (if any):** Please attach proofs.

Name of the Trainer(s) / Firm/ Organization	Period of Training	Sponsorship Letter No. & Date

(xviii) **Computer Proficiency :**

Proficiency in MS-Office: No Yes

Mention what kind of experience in MS-Office:

Basic Level Working Level Expert / Professional Level

Experience period: _____; from _____ to _____

Keyboard typing speed (attach proof of online typing test):

Any other IT Skills/ Computer Proficiency:

(D) OTHER DETAILS (please attach additional sheets, if space given is insufficient)

(xix) **Extracurricular activities- Achievements/Medals: Yes / No** (if Yes provide details)

(Please specify any achievements either in sports / NCC or any other field/ activity):

.....
.....
.....

(xx) **Area(s) of Specialization / Job experience, if any: Yes / No** (if Yes provide details)

.....
.....
.....

(xxi) **Describe your career goals and how this internship / training will help you to reach those goals. Be brief about the experiences you would like to gain through this internship and why you believe this internship/training can provide such an experience.**

(xxii) **Upon selection, no. of days required to join:**

(xxiii) **Upon selection, willingness to relocate and Stay at the Accommodation provided by RINL/VSP, Visakhapatnam (For non-local applicants, if any)** } : No Yes

NOTE: Please attach Resume/Bio-data with signature and date.

Signature of the Applicant \Rightarrow



(E) SELF-EVALUATION SHEET (mandatory to fill the self-evaluation marks)

Note: Please mention self-evaluation marks against each criteria in the column (4) in below table as per criteria fulfillment based on the documentary proof(s) attached to the application and mention either '0' or 'Nil' if no marks against any such criteria. Please take note that filling of self-evaluation marks and enclosing of documentary proof(s) as support of such self-evaluation is mandatory and any deviations from these conditions will lead to rejection of the application without any further intimation/notice/information.

S.No.	Criteria	Max. Marks	Marks (Self-evaluation)
(1)	(2)	(3)	(4)
(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. ⁽¹⁾	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 ⁽²⁾	5	
(viii)	NCC 'B' or 'C' Certificate (National Cadet Corps)	5	
(ix)	Full Period of Training (21 months) sort at RINL/VSP	5	
	Total Marks obtained on self-evaluation basis based on documentary proofs	70	

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

⁽²⁾ Please specify any achievements either in sports or education or any other field/ activity state level onwards.

DECLARATION

I hereby declare that I agree with all the terms & conditions of the advertisement given for this application and all the information stated in this Application Form and attached Resume/Bio-data are true and I did not willfully suppress any material fact. In case, any of my information/ declaration and documents attached herewith are found to be false and if I am unable to produce relevant documents in support of the eligibility condition, my candidature may be cancelled at any stage of the process / internship without any notice and I am liable for the course of action, if any, taken by RINL including recommendation to ICSI for necessary disciplinary action.

Place:

Date:

Signature:

Please sign at the bottom of each page

Duly filled handwritten, signed & dated, scanned application along with signed & dated copy of **RESUME / BIO-DATA** should be sent by email to the email id(s) given in the advertisement on or before the due date. Applications received beyond due date will be rejected without any communication. For any further clarifications Company Affairs Dept, RINL may be contacted at email:csrinl@vizagsteel.com; Phone:0891-2759482 / 2518249 or CS Anuja Mishra, Secretarial Officer, email: anujam_2404@vizagsteel.com; Mobile:8985078575. **Scan copy should be conspicuous and printable for filing.**

Signature of the Applicant \Rightarrow