



NOIDA CHAPTER OF NIRC OF ICSI

schedules



MANAGEMENT SKILLS ORIENTATION PROGRAMME [MSOP]

From 10th April, 2019 to 1st May, 2019.

The last date of registration is 6th April, 2019.

Date	Venue	Contact
10 th April, 2019 to 1 st May, 2019	ICSI House C-36, Sector-62, Noida -201309	Executive Officer, The Institute of Company Secretaries of India - Noida Chapter, C-37, Sector – 62, Noida - 201309 Phones: 0120-4522058 Email: noida@icsi.edu

1. Participation fee is **Rs. 6,500/- [Six Thousand Five Hundred Only]**.
2. Participants have to take care of the accommodation at their own.
3. Fee Can be deposited online in following account:
 - a. **Corporation Bank**
Name of the Account: Noida Chapter of NIRC of ICSI Account
No. – 520101064400065
IFSC Code: CORP0001170
Branch Name: Sector – 62 Branch, Noida – 201307

Please mail the copy of fee deposit receipt / NEFT transaction confirmation receipt and soft copy of duly filled Application form alongwith the necessary documents as mentioned in the annexure I **(in One/Single PDF file)** on the email noida@icsi.edu. Uncompleted form will not be accepted. Students Paying the Fees Online are requested to submit the hardcopies of the form alongwith the required attachments on 1st day of MSOP. The Chapter reserves the right to postpone it, in case of administrative difficulty.

With Best Regards

CS Shivam Rastogi (Chairman)	CS NandLal Thakur (Vice Chairman)	CS DhruvKhandelwal (Secretary)	CS Pankaj Grover (Treasurer)
CS Preeti Grover (Member)	CS Manpreet Singh (Member)	CS Nikhil Verma (Member)	CS Kushal Kumar Programme Co-ordinator



Name of the Regional Council / Chapter:

Name of student :	Registration No. :	Please affix a recent passport size photograph
Particulars of passing Final / Professional Programme Examination : (Please attach photo copy of pass mark sheet of all groups/modules)	Mobile No:	
	e-mail ID :	

Group/Module	Session of passing	Roll No.	Address for correspondence :
Professional Prog. Group/Module-I			
Professional Prog. Group/Module-II			
Professional Prog. Group/Module-II			
Professional Prog. Group/Module-IV			
Executive Prog. Module I			
Executive Prog. Module II			

Details of trainings (undergone / or exempted)

(If undergone, please attach copy of "Training Completion Certificate". If exempted, please attach copy of institute's training exemption letter)

Earlier Training Structure			Modified Training Structure		
(i) Management Training / Apprenticeship Training (Regulation 48)	12 months	Undergone/ Exempted	Management Training / Apprenticeship Training (Regulation 46AB)	12 months	Undergone/ Exempted
(ii) Practical Training			Are you employed? (please mention followings) Designation : Office Address : Telephone No. (Office) :		
(a) Secretarial / Legal Deptt.	1 month	Undergone/ Exempted			
(b) Finance / Accounts Deptt.	1 month	Undergone/ Exempted			
(c) Personnel & Admin Deptt.	1 month	Undergone/ Exempted			
(d) Specialized training (ROC/SE/FI etc)	15 days	Undergone/ Exempted			

Details of EDP (please attach copy of completion certificate)

Place :	From	To	
Details of PDP (please attach copy of completion certificate)			
	Place	PDP hours Granted	Date of programme
(i)			
(ii)			
(iii)			
(iv)			

Details of MSOP Fees paid (If paying through demand draft, it should be drawn in favour of "....." payable at ".....")

Amount :	DD No. /CASH RECEIPT No. :	Date :	Bank:
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Declaration by student

I solemnly declare that whatever I have stated above is true & correct and hereby undertake that I shall abide by the training requirements/norms of the Institute.

Place :

Date :

Signature of student

For Office use only (at respective Regional Office / Chapter)

Received by :	Receipt No.	Date of receiving :	Signature of MSOP Co-ordinator of RO/Chapter :
Signature of dealing Assistant			



Enclosures

Enclosures for those who have completed 15 months management training	Put a tick mark	Enclosures for those who are exempted from undergoing management training	Put a tick mark
1. Application form in the prescribed format.		1. Application form in the prescribed format.	
2. Copy of Final / Professional & Executive/Intermediate Programme passing certificate		2. Copy of Final / Professional & Executive/Intermediate programme passing certificate	
3. Copy of Institute's sponsorship letter for undergoing training 15/12/24/36 Months Training .		3. Copy of the exemption letter from the Institute.	
4. Copy of Training Orientation Program / Executive Development Programme completion certificate.		4. Passport size photograph – 1	
5. Copy of Academic Development Programs / Professional Development Programmes completion certificate.		5. Fee: Cash / DD Cash Receipt No. : [or] DD Details :	
6. Copy of the 15/12/24/36 months management Training Completion Certificate .			
7. Passport size photograph – 1			
8. Fee: Cash / DD Cash Receipt No. : [or] DD Details :			