



52nd MANAGEMENT SKILLS ORIENTATION PROGRAMME [MSOP]

Gurgaon Chapter of NIRC is organizing its 52nd MSOP as per following schedule:-

Date & Timing	Venue of Program	Contact
04.05.2019 (Saturday) to 23.05.2019(Thursday) Timings: 10:00 am to 05:30 pm	First Floor, Deenbandhu Sir Chhotu Ram Bhawan, Behind Shiv Mandir, Jharsa Road, Sector-32, Gurugram-122002	0124-2380021, 0124-4232148. 9999311926 E-mail: gurgaon@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 by Cash/DD in favour of “Gurgaon Chapter of NIRC of the ICSI” payable at “Gurugram”. The same can be deposited by online also, the details are:
 - a. Name: Gurgaon Chapter of NIRC ICSI,
 - b. Name of Bank : Corporation Bank
 - c. Account Number:520141001052612,
 - d. IFSC Code: CORP0000778,
 - e. Branch: Sector 31, Gurgaon.

Please mail the copy of fee deposit receipt / NEFT transaction confirmation receipt (Transaction ID, Reference number of online payment transfer, Name of The Bank, Branch Name with City & State) and soft copy of duly filled Application form along-with the necessary documents as mentioned in the annexure I(in One/Single PDF file) on the email gurgaon@icsi.edu. Uncompleted form will not be accepted. Students Paying the Fees Online are requested to submit the hardcopies of the form along-with 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 Mohit S. Nigam Chairman M: 9312835998	Office Bearers:- 1. CS Nitin Grover Vice-Chairman 2. CS Vikas Yadav Secretary 3. CS Sahil Gaur Treasurer	Managing Committee Members:- 1. CS Jyoti Sharma 2. CS Ram Sahay 3. CS Abhinav Agarwal	Ex-Officios:- 1. CS Hitender Mehta Central Council Member 2. CS Vinay Shukla Regional Council Member 3. CS Devender Suhag Regional Council Member
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Name of Regional Council/Chapter: _____

Application form for admission in Management Skill Orientation Program (MSOP)

Name of student :			Registration No. :			Please affix a recent passport size photograph
Particulars of passing Executive Programme Examination : (Please attach photo copy of pass mark sheet of all groups/modules)			Mobile No:			
Group/Module	Session of passing	Roll No.	e-mail ID :			
Group/Module-I						
Group/Module-II						Address for correspondence :
Particulars of passing Final / Professional Programme Examination : (Please attach photo copy of pass mark sheet of all groups/modules)						
Group/Module	Session of passing	Roll No.				
Group/Module-I						
Group/Module-II						
Group/Module-III						
Module-IV						
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	Are you employed? (please mention followings) Designation : Office Address : Telephone No. (Office) :
(ii) Practical Training						
(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				
			If student has passed/completed Executive Program in June 2015 exam session or afterwards, he/she is required to complete following Programs also, before taking admission in MSOP.			
Details of EDP (please attach copy of completion certificate)			Details of 2 days PIP (please attach copy of completion certificate)			
Place :	From	To	Place :	From	To	
Details of PDP (please attach copy of completion certificate			Details of 3 days PEGP (please attach copy of completion certificate)			
Place	PDP hours granted	Date of programme	Place :	From	To	
(i)			Details of 5 days PSDP (please attach copy of completion certificate)			
(ii)			Place :	From	To	
(iii)			Details of 5 days PEDP (please attach copy of completion certificate)			
(iv)			Place :	From	To	
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:			
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 in terms of Regulation 55-A of the Company Secretaries Regulations, 1982 (as amended time-to-time), 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 for the purpose of Regulation 48 or 50 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						
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						



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CHECKLIST (Annexure – I)

Enclosures for those who have completed 15/12/24/36 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 for in the prescribed Format.	
2. Copy of Final/Profession Programme & Executive/Intermediate Programme Passing Certificate & Marksheets		2. Copy of Final/Profession Programme & Executive/Intermediate Program Passing Certificate	
3. Copy of Institute's Sponsorship letter for undergoing training 15/12/24/36 months Management Training		3. Copy of the Exemption letter from the Institute	
4. Copy of Training Orientation Program(TOP) or Executive Development Programmme (EDP)Completion Certificate (whichever is applicable)		4. Passport Size Photograph – 1	
5. Copy of Academic Development Programs/Professional Development Programmes Completion Certificates.		5. Fee: Cash/DD/Cheque/NEFT Receipt No.- DD/Cheque No:- For NEFT online Transation, following details are required:- i. Transaction ID/Reference number of online payment transfer ii. Name of The Bank iii. Branch Name with City & State	
6. Copy of the 15/12/24/36 moths training Completion Certificate.			
7. Passport Size Photograph – 1			
8. Fee: Cash/DD/Cheque/NEFT Receipt No.- DD/Cheque No:- For NEFT online Transation, following details are required:- i. Transaction ID/Reference number of online payment transfer ii. Name of The Bank Branch Name with City & State			