GENERAL INSTRUCTIONS FOR PCS ORIENTATION PROGRAMME

Members are advised to thoroughly read the General Instructions before registering themselves for the PCS Orientation Programme (POP)

1. All members intending to enter into practice on or after April 01, 2023 shall be compulsorily required to undergo POP prior to making an application for Certificate of Practice.

2. Exempted Categories[i]:-
    The following members shall be exempted from the requirements of undergoing POP, at the time of making application for Certificate of Practice:

    i.   A member with Post qualification experience of 15 years or more as Company Secretary either in Employment or in Practice;

    ii. A member who has surrendered Certificate of Practice not more than two years prior to applying for Certificate of Practice again.

3. Member shall register for the Programme on payment of Rs. 750/-+ GST. Subject to the validity of the Certificate of Completion, this will be treated as part payment towards the fee for Certificate of Practice.

4. **Link to Register on LMS:-**
    https://g25.tcsion.com/EForms/configuredHtml/1677/62804/application.html?id=COP

5. While filling the form, please ensure that your E-mail address is correct, as the login credentials will be shared on your registered E-mail address only. If there is any change in the E-mail address, please update the same in the ICSI database.

6. Immediately after successful registration to POP, the login credentials will be sent on your registered E-mail address.

7. **Link to access the Programme on LMS:- https://g25.tcsion.com/LX/home/home_page?c_id=orientation-program-for-cop-1825-1677**

8. After successful login, go to "**My Courses**" and search for "PCS Orientation Programme".

9. Recorded lectures are made available on the LMS platform.

10. Only on completion of one recorded lecture, the member shall be allowed to begin next recorded lecture. There shall be six recorded lectures divided into parts.

11.   After completion of all the recorded lectures, the member shall undergo MCQ based examination which shall carry 50 questions. The time limit for the examination shall be 60 minutes. There shall be no negative marking for wrong answer.

12.   Member has to complete the POP (recorded lectures and MCQ based examination) within 30 (thirty) days of registration in the POP. Member will get maximum three attempts to appear in the MCQ based examination and the time gap between two attempts shall be 2 hours. If member is unable to complete the POP within 30 (thirty) days of registration or clear the MCQ based examination in three attempts, he/she has to again register for the Programme on payment of Rs. 750/- + GST.

13.   Member who has obtained 50% or more in the MCQ based examination shall be declared pass in the POP. After passing the assessment, Member shall mark the course as Complete and download the Certificate of Completion. In case the member fails to download the Certificate of Completion within the 30 (thirty) days of registration in the POP, he/she shall have to undergo the POP again.

14.   Such Certificate of Completion shall be valid for a period of 90 (ninety) days and member is free to apply for Certificate of Practice within 90 days from passing the POP. In case the member fails to apply for COP within the time limit given, he/she shall have to undergo the POP again.

15.   **Members may apply for Certificate of Practice only after 2 hrs of obtaining the Certificate for PCS Orientation Programme. To apply for Certificate of Practice, login to Member Account at https://stimulate.icsi.edu, click on 'COP issue' from the 'COP' drop down available on the Header.**

16.   For any query, contact at profdevelopment.dept@icsi.edu or at 01145341080/1081.

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[i] Amended w.e.f. ICSI (Management and Development of Company Secretaries in Practice), Guidelines, 2023 coming into force i.e. 15th December, 2023