



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

**Guidelines for granting exemption from 15 days Academic Program to such students who are having adequate working experience**

The Council of Institute has approved the guidelines for granting exemption from 15 days Academic Program to the students who are having adequate working experience as per details given below:

1. Applicability of 15 days Academic Program :

Students under earlier training structure ( i.e. students registered in Executive program on or before 31.03.2014)	Passed Executive Program before June 2015 exam session	Not applicable
	Passed Executive Program in June 2015 exam session and onwards	Not applicable
Students under modified training structure ( i.e. students registered in Executive program on or after 01.04.2014)	Passed Executive Program before June 2015 exam session	Not applicable
	Passed Executive Program in June 2015 exam session and onwards	Applicable

2. Students having working experience as per details given in the under mentioned table are eligible to apply for said exemption:

Sl.No.	Particulars of experience required	Types of company or organisation
(i)	Six months experience as Assistant Company Secretary / Dy. Company Secretary or any higher designation in Secretarial Department	In any company or body corporate (having paid up share capital of minimum Rs.25 lacs) or (minimum annual Turnover of Rs.1 Crore) or (minimum gross annual receipt of Rs. 1 crore in case of Company Limited by Guarantee) or public sector undertaking or financial institution or bank.

(ii)	One year as Executive or Officer or any other higher designation in Managerial cadre.	In any company or body corporate (having paid up share capital of Rs.25 lac) or (minimum annual turnover of Rs.1 crore) or (minimum gross annual receipt of Rs.1 Crore in case of Company Limited by Guarantee) or public sector undertaking or financial institution or bank or Government
		organisation or statutory body or autonomous body or Practising Company Secretaries or firm of Practising Company Secretaries.
(iii)	One year experience in Clerical or Supervisory or Officer cadre.	In any department of the ministries under State/Central Government
(iv)	One year's continuous practice as Chartered Accountant or Cost & Management Accountant or as an Advocate	

3. For claiming the above exemption, student concerned shall be required to submit "Experience Certificate" issued by his/her employer, as per details given below:
- Experience Certificate should be neatly typed/printed on letter head of the company/organisation from where the student concerned has acquired the working experience;
  - It should be signed by authorised signatory of the company/organisation. Name, Designation, signature with date and stamp of authorised signatory should be clearly visible;
  - It should contain name of student, designation, period of working experience ( from... to .... ), monthly emoluments paid, detailed job profile handled by the candidate;
  - Student should also submit documentary evidence in support of paid-up capital /turnover /gross annual receipt/certificate of practice as Chartered Accountant or Cost & Management Accountant or Bar Council registration certificate in case of Advocate/ Documentary proof of continuous practice as CA or CMA or Advocate etc. (whatever applicable, on case to case basis);
  - Pass mark sheet of both groups/modules of Executive Program of ICSI
4. All supporting documents submitted by students are to be self-attested by the applicant bearing his/her signature & date.

5. Each student applying for exemption from 15 days Academic Program shall be required to pay processing fees of Rs 6,000/- per student. ( Rupees six thousand only)
6. Since it is a processing fee, this is to be paid **online** while applying online for claiming exemption from 15 days Academic Program”.
7. Exemption shall always be granted from full 15 days Academic Program. There will be no provision of partial exemption (for example : somebody has been granted exemption from 2 days Induction or 3 days e-Governance etc. etc... and he/she is asked to undergo balance portion of 15 days Academic Program i.e. 5 days Skill Development or 5 days Entrepreneurship Development Program).
8. After receipt of application for exemption from 15 days Academic Program along with exemption fees of Rs 6,000/-, while doing the scrutiny/checking of documents submitted by student, if it is found that student is not eligible for granting exemption from 15 days Academic Program, in such case 20% of fees paid by student, for claiming exemption from 15 days Academic Program shall be deducted towards the administrative cost incurred for processing of the application and balance amount of fees paid by him/her shall be refunded. Later on after some time, after acquiring some more experience or on the basis of some additional supporting documents if he/she is applying again for re-consideration of his /her request, he/she shall be required to apply a fresh along with payment of Rs 6,000/- as fees for claiming exemption from 15 days Academic Program once again.
9. Student’s application for exemption from 15 days Academic Program shall be accepted online along with all supporting documents & a fees of Rs 6,000/- for applying for exemption from 15 days Academic Program. The link for online services is <https://stimulate.icsi.edu>

**Training / Revised on 01.04.2020**