

1. I have completed Executive Program recently. Can I start long term training?

Any candidate after passing executive program can start training. In case the candidate falling under earlier training structure (applicable to the students registered to the Executive Programme on or before 31st March 2014) than the duration of training will be of 15 months, whereas, in modified training structure (applicable to the student registered to the Executive Programme on or after 1st April 2014) the duration of training will be 24 months.

2. Can I undergo long term Practical Training with any Company/PCS?

No, a candidate can undergo Long Term Practical Training with only the Company/PCS which are registered with the Institute for imparting the long term Training.

3. What would be the date of commencement of 15(old training structure) and 12/24/36 (Modified Training Structure w.e.f 1st April 2014) months training?

Date of commencement of training, which shall be taken on the Institute record shall be actual date of commencement of training as mentioned in **agreement or date of purchase of stamp paper** or date of execution of contract, whichever is later. In case students doing training under companies then it will the date of joining mentioned in the appointment letter.

4. Whether I can undergo the Practical training (03 months i.e. after availing exemption of 12 months of Training) with any Company/Organization/ PCS?

The candidate can undergo Practical training only with those Company/Organization/PCS which are registered with the Institute for imparting 03 month Practical training to the students.

5. How to register a company/PCS/ other entities for imparting training

Online facility has been introduced for registration of company & other entities for imparting training to CS Students . Please click on the link for registration <https://www.icsi.in/student/Companies/CompanyRegistration.aspx>

6. If any student obtains Pre- sponsorship letter will that be considered as training sponsorship letter?

Pre sponsorship letter will not be considered as Sponsorship letter for undergoing training. A candidate must obtain the Sponsorship letter for training from the Institute by submitting Training contract or appointment letter issued by the trainer along with the ST-10 form.

7. Is there any format of completion certificate of Training and NOC?

Yes, the format of Completion certificate and NOC are available on website www.icsi.edu at Training page and it should be provided on the letter head of the organization duly signed & stamped by trainer.

8. Is any Completion Certificate of training issued by the Institute?

No such certificate is issued by the Institute. It has to be issued by only the trainer as per the format of ICSI provided on the website.

9. What is the time limit provided by the Institute for submitting training related documents?

Candidate is required to submit training contract/appointment letter within the 60 days of commencement/joining of training.

10. The candidate is eligible for how many transfers during the period of long term training?

Maximum 02 (two) transfers shall be permitted during entire duration of training of 12/15/24/36 months as the case may be.

11. What is the procedure of taking transfers during the training?

Please click on the link

https://www.icsi.edu/Webmodules/Revision_existingguidelines_transferoftraining_from_onetrainer_to_another_trainer.pdf

12. What is the Minimum amount of stipend payable to the students during training period?

	Students who are undergoing training after taking registration in Executive Programme	Executive Programme Passed Students	Professional Programme Passed students
If undergoing training under PCS	Minimum amount of Rs 2000/- per month Minimum amount of Rs 3000/- per m	Minimum amount of Rs 3000/- per month	Minimum amount of Rs 4000/- per month
If undergoing training at Company /other entities	Minimum amount of Rs 3000/- per month	Minimum amount of Rs 4000/- per month	Minimum amount of Rs 5000/- per month

13. What is the Entitlement of PCS /Companies/ other entities for imparting training ?

Maximum limit of 20 trainees shall be universally applicable to all types of companies/entities registered with Institute for imparting training to CS students. Entitlement of trainees for PCS depends on the number of years of practice; the following is the entitlement:

Years of Practice	No. of trainees
0- Up to 2 years	02
More than 02- 05years- up to 5 years	05
More than 5 10 years- up to 10 years	10
More than 10 20 maximum years	20

14. Eligibility for training under the modified training structure?

The modified training structure shall be applicable to a student registered to Executive Programme on or after 1st April 2014 and there is also provision of Switch over from earlier training structure to modified training structure.

15. Duration of training under modified training structure?

- Three years on registration to Executive Programme; or
- Two years after passing the Executive Programme; or
- One year after passing the Professional Programme

16. How to search the details of registered companies/PCS/Others entities for imparting training?

Candidate can click on the link for the details of registered companies/ Others entities <https://www.icsi.edu/student/training/company-search/> and For PCS <https://www.icsi.edu/pcs-search-for-companies/>

17. How to search vacancy of training?

The Institute organizes trainee drives at various regions and chapters from time to time. It also regularly posts trainee vacancies under the head “Vacancies for CS trainees” on its website. The vacancies can be viewed through the link <https://www.icsi.edu/Student/Training.aspx>

18. How many days of leave are allowed to the trainee during 15(old training structure) and 12/24/36 (Modified Training Structure w.e.f 1st April 2014) months training?

As per the revised notification available on website the entitlement of leaves is as below:-

	Earlier training structure	Modified Training Structure		
	15 months training	36 months training	24 months training	12 months training
Students registered in Executive Programme	Not applicable	108 days	Not applicable	Not applicable
Students passed Executive Programme	45 days	Not applicable	72 days	Not applicable
Students passed Professional Programme	15 days	Not applicable	Not applicable	12 days

The revised leaves structure shall be applicable to all the trainees undergoing practical training either in earlier training structure or modified training structure.

19. Which types of entities are eligible for imparting training ?

The types of eligible entities are available on website under training link: <https://www.icsi.edu/WebModules//Limit of max numof trainees to be taken attime by various agencies.pdf>

20. Who are eligible to claim exemption from undergoing Practical Training under the earlier training structure / Modified Training Structure?

Exemption can only be claimed on the basis of working experience after passing the Final/Professional Programme Examination **under the earlier Training structure** on the basis of work experience as given below:

- i) Three years working experience as an executive or four years as an assistant in a company having a paid up share capital of Rs.25 lacs or more to assess the eligibility for

exemption from undergoing 12 months Management Training and partial exemption from undergoing Practical Training on case to case basis.

ii) Two years working experience as an executive or three years as an assistant with a Company Secretary in Practice to assess the eligibility for exemption from undergoing 12 months Management Training and partial exemption from undergoing Practical Training on case to case bases.

iii) In order to avail total exemption under Regulation 48 & 51 a candidate should possess one year experience as an Assistant/Deputy Company Secretary or any other post higher thereto in the Secretarial Department in a company or body corporate having a paid up share capital and reserves of not less than Rs.25 lacs or any organization having gross fixed assets of not less than Rs.50 lacs including any Public Sector Undertaking, Autonomous body, Financial Institution or Bank, which in the opinion of the Council, provides scope for acquiring sufficient professional experience. Please note that 15 days Management Skills Orientation Program (previously SMTP) is compulsory.

(iv) “Three years’ experience of continuous practice on a whole-time basis as a Chartered Accountant or a Cost Accountant having carried out statutory or cost or internal audit or providing management consultancy services; or (b) three years experience of continuous practice as an Advocate in a high Court having rendered services as Counsel or Advisor to a Company having paid-up share capital and reserves of not less than twenty five lakhs rupees or any organisation having gross fixed assets of not less than fifty lacs rupees, or in any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional”

Exemption can only be claimed on the basis of working experience after passing the Final/Professional Programme Examination **under the Modified Training structure** on the basis of work experience as given below:-

- (i) One year experience as an Assistant Company Secretary or Deputy Company Secretary or any other post equivalent or higher thereto in the Secretarial Department; or (b) two years experience as a secretarial officer or executive or any other post equivalent or higher thereto; or (c) three years experience as an Assistant or any other post equivalent or higher thereto; in Secretarial Department in any company or body corporate having a paid up share capital of not less than Fifty lakhs rupees or turnover of not less than Ten crore rupees or in any public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience; or
- (ii) (a) Two years’ experience as Secretarial Officer or Executive or any post equivalent; or (b) Three years’ experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in whole time practice or in a firm of Company Secretaries, which in the opinion of the Council provides the scope for acquiring sufficient professional experience; or
- (iii) (a) Two years’ experience of continuous practice on a whole time basis as a Chartered Accountant or a Cost Accountant having carried out statutory or cost or

internal audit or providing management consultancy services; or (b) Two years experience of continuous practice as an Advocate in a high court having rendered services as Counsel or Advisor to a Company having paid up shared capital and reserves of not less than fifty lakhs rupees or any organization having gross fixed assets of not less than one crore rupees, or in a public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience; or

For further detail, please refer the Company Secretaries Regulations, 1982 (As amended) (Reg, 48, with Reg 51,52,53 or Reg 46 AB, 46 AC)

21. What are the documents required to be submitted in order to claim exemption from undergoing practical training under the earlier Training Structure or modified training structure?

Following are the documents required to be submitted in order to claim exemption from undergoing training: -

- i. From 16th November 2015 onwards, student's application for exemption from training (i.e. ST-10-) shall be accepted through hard copy only along with all supporting documents & demand draft of Rs 10,000/- in original. Demand draft should be drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. Further, incase no exemption granted as per rule, Fees will be **refunded** after deduction of **20% processing** charges. **(Mandatory)**
- ii. Application Form for Management /Apprenticeship/ Practical Training/ Exemption from undergoing Training. (ST-10) **(Mandatory)**
- iii. Experience Certificate (s) indicating exact designation, duration of service, salary drawn, job contents in brief duly signed by the appropriate authorized signatory of the employer organization. (With Date of Issue of certificate, Name & Designation of authorized signatory) **(Mandatory)**
- iv. Certified copy of Balance Sheet(s) in respect of the organization(s) **(Mandatory)**
- v. Organization Chart indicating the position in the organizational hierarchy duly certified by the authorized signatory of employer organization.
- vi. Salary slip for the beginning and last pay drawn from the organization(s)
- vii. Appointment letter from past/present employer.

22. What are the various training programme which are required to attend & complete in addition to MSOP?

Type of Training	Duration of training	Earlier Training Structure (Applicable to students registered in CS Executive Programme on or before 31.03.14)	Modified Training Structure (Applicable to students registered in CS Executive Programme on or after 01.04.14)

Computer Training	Seventy Hours	Not Applicable	Not Applicable
Student Induction Programme (SIP)	Seven days (to be undergone after taking registration in Executive Programme)	Not Applicable	Not Applicable
Executive Development Programme (EDP)	Eight days (to be undergone after passing examinations of Executive Programme)	Applicable (If any student is completing 3 days e-Governance & 5 days Skill Development of 15 days Academic Program, it will be treated equivalent to completing of 08 days' EDP).	Not Applicable
15 days Academic Programme	(2 days Induction+ 3 days e-Governance + 5 days Skill Development +5 days Entrepreneurship)	Not applicable	Applicable on the Students passing Executive Programme Examination on or after 25.08.2015
Long term internship with specified entities	-	Fifteen months (after passing Executive Programme)	Three years on registration to Executive Programme; Or Two years after passing the Executive Programme ;Or One Year after passing the Professional Programme
Professional Development Programme (PDP)	Twenty four hours	Applicable	Not Applicable
Training with specialized agency	Fifteen days (to be undergone after passing examination of Professional Programme)	Applicable	Not Applicable

Management Skills Orientation Programme (MSOP)/e MSOP	Fifteen days)to be undergone after completion of all Trainings/Exemption therefrom)	Applicable	Applicable
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23. Is there any Alternative way for completing Executive Development Program (EDP) for the students of earlier training structure?

Student of earlier training structure (i.e. such students who have taken registration in Executive Program on or before 31.03.2014) may also attend 3 days e-Governance & 5 days Skill Development of 15 days Academic Program, it will be treated equivalent to completing of 08 days' EDP. In such case, fees applicable to all students to undergo 3 days e-Governance and 5 days Skill Development shall be payable by him/her also.

24. How much hours of PDP a student needs to complete?

Total 24 hours of PDP applicable in earlier training structure.

25. From where EDP , PDP & 15 days Academic Programme can be done?

All the ROs/Chapters are eligible to conduct EDP, PDP and 15 days Academic Programme.

26. What is the fee for various training program?

Please refer the link regarding detail information on fee structure https://www.icsi.edu/Docs/Website/Website_update_Fees%20struct_%20approved_Council_variousTraining.pdf

27. Is SIP and Computer Training is applicable for the students?

SIP (Student Induction Programme) and the Computer Training has been discontinued from CS Curriculum.

28. Is there any facility to complete online EDP?

At Present, there is no online facility to complete EDP. For completing EDP a student needs to undergo physical batches available at RCs/Chapters.

29. Applicabilty of 15 days Academic Programme?

It shall be applicable to only those students who have taken registration in Executive Program on or after 01.04.2014 (i.e. who are under modified training structure) and have passed their executive programme on or after June, 2015.

30. Is there any exemption provision from undergoing 15 days Academic Programme?

Yes, at present there is provision of getting exemption from undergoing 15 days Academic Programme. Please click on the link for more detail
https://www.icsi.edu/Portals/0/Guidelines_granting_exemption_15daysAcademicProgram.pdf

31. What is the Eligibility for MSOP Training?

MSOP training needs to be completed after passing of Professional exam and after completing all the training requirements except 15 days Specialized training.

32. At which places MSOPs are conducted?

ICSI-CCGRT/ ROs/ A+ grade Chapters and A grade Chapters are authorized to conduct the MSOP training.

33. Whether there is any facility of residential MSOP? If yes, then where?

Yes. Residential MSOP is conducted by CCGRT, Mumbai (Belapur) on regular basis.

34. Is there any provision for getting exemption from undergoing MSOPs?

Presently, there is no provision for claiming exemption from undergoing MSOPs.

35. What is the Eligibility criteria for admission in e-MSOP?

The Candidates who have completed Company Secretaryship Final/ Professional Programme examination two years prior to the application for undergoing e-MSOP and completed all training requirements to become a member of the Institute (except 15 days Specialized Training)

Further the candidates granted full exemption in practical training based on their working experience can register in e-MSOP without waiting for 2 years time bar.

It is further clarified that the applicability of completing Company Secretaryship Final/ Professional Programme examination two years prior to the application for undergoing e-MSOP will remain to the candidate doing training and also to the candidates granted partial exemption in practical training

Please refer the link for more information <https://www.icsi.edu/docs/website/msop.pdf>

36. What is the Fees for e-MSOP?

The candidates may apply for e MSOP by submitting fee of Rs. 3800/- through online.

37. How to get registered for e-MSOP?

Please click on the link for registering in e MSOP www.icsiemsop.com on the ICSI website.

38. For how much time the login will be active for e-MSOP?

180 days from the date of the payment for registering for e-MSOP.

39. What is the rule for the refund of the Short Term Training fees?

Please refer the link for details

<https://www.icsi.edu/Docs/Website/Rules%20for%20refund%20of%20fees.pdf>

40. What is the revised guideline for submitting the quarterly report?

As per revised guideline, the submission of quarterly report is made mandatory within 30 days from the end of respective calendar quarter (i.e. March , June , September & December) or final completion of training .

41. What is the applicability of new guideline for submission of quarterly report?

It is applicable to all the students currently undergoing long term training w.e.f. 1st April, 2018.

42. What will be the last date of submission of the quarterly report for particular quarter?

Student can submit the quarterly report as per the following schedule:

SL.No	Period of training	Last date of submission of the quarterly report (of that calendar Quarter)
1	January – March	30 th April or on or before 30 days from the end of the training whichever is earlier
2	April –June	30 th July or on or before 30 days from the end of the training whichever is earlier
3	July-September	30 th October or on or before 30 days from the end of the training whichever is earlier
4	October-December	30 th January or on or before 30 days from the end of the training whichever is earlier

43. Is there any change in the format of quarterly report?

The format of quarterly reports is uploaded on the Institute’s website.

44.How to submit the quarterly report if students is completing their last quarter of training on or before 31st March, 2018?

Students need to submit the quarterly report as per the old practice.

45.What is timeline for submitting the quarterly report?

The submission of quarterly report is made mandatory within 30 days from the end of respective calendar quarter (i.e. March , June , September & December) .

46.How to submit quarterly report if the student is completing the last quarter of the training in the mid of the calendar quarter?

Students completing their training any time in the mid of the last quarter are required to submit their quarterly report either at the end of the quarter or on or before 30 days from the completion of the training, whichever is earlier.

47. Where can we submit our training related documents or training query?

Candidates can submit any training related documents through soft copy in the training departments at training@icsi.edu or they may also write to us for any further query related to training on the same email id.

Placement

1) What are the various Initiatives undertaken by the Institute to provide placement assistance to its members?

Ans:

- a) The Institute organizes Campus placement at its four regional offices and various chapters from time to time.
- b) Conducts Mega Placement Drives across all 4 regions of to assist in providing placement opportunities to its members.
- c) Regular posting and update of job vacancies on Institutes website.
- d) Members can also use the ICSI placement services app to search for job opportunities.

2) How can I avail placement assistance through the Institute ?

Ans: The Institute receives various job opportunities and posts them on its placement portal. The vacancies received from organisations are bifurcated under the category of 0-2 years or more than 2 year experience vacancies and accordingly posted on the website. The vacancies can be viewed through the link <https://www.icsi.edu/JOBOPPORTUNITIES.aspx>.

3) How can I participate in the Mega Placement Drive (MPD)?

Ans: Mega placement drive is organised twice a year tentatively in the months of May and November. An eligibility date (with respect to date of membership) is decided for each drive and participation is invited accordingly. The eligible members are required to register in the drive for their respective regions. Further the regional offices are empowered to coordinate and execute the MPD.

4) How can I get assistance through the placement app?

Ans: The Institute has launched a placement app which can be downloaded from the Google play store. Recruiters can post their job requirements, which are approved by the admin based on certain factors. Posted vacancies can be viewed by the member and directly apply to the contact details mentioned in the job posting.

5) To whom should I contact in case of any query?

Ans: The Institute can be contacted through its various chapters and regional offices. Also you can contact the ICSI Placement cell through placement.ho@icsi.edu