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राष्ट्रीय इस्पात निगम लिमिटेड  
(भारत सरकार का उद्गम)  
विशाखपट्टणम इस्पात संयंत्र  
वि शाखपट्टणम

Rashtriya Ispat Nigam Limited  
(A Govt. of India Enterprise)  
Visakhapatnam Steel Plant  
Visakhapatnam

Advertisement No. RINL/CA/CS (Trg)/2023/02

**APPLICATION for PRACTICAL TRAINING for COMPANY SECRETARY STUDENTS**  
(for Training as per the Company Secretaries Regulations, 1982)

[Please print this application and filled-up in **BLOCK CAPITAL LETTERS** in English conspicuously with neat **HANDWRITING** of the aspirant]

**(A) PERSONAL DETAILS**

- (i) Name of the Student: .....  
(Full name in BLOCK Letters)
- (ii) CS Student Registration No. (as allotted by ICSI): .....
- (iii) Date of Birth (DD/MM/YYYY): ...../...../.....Age: .....yrs. Gender: M / F  
(As per proof of 10<sup>th</sup>/SSC/Academic certificates)
- (iv) E-mail: .....Mobile No.: .....
- (v) Aadhar No.:
- (vi) Address for communication: .....  
City/Dist: .....State: ..... PIN Code: .....
- (vii) Permanent Address (if different from the above): .....  
City/Dist: .....State: ..... PIN Code: .....
- (viii) Nationality: .....State of Domicile: .....
- (ix) Languages known: .....Mother Tongue: .....

**(B) PARENT / GUARDIAN DETAILS:**

- (x) Name: .....Relationship: .....
- (xi) Occupation: .....Contact No. : .....

**(C) EDUCATIONAL QUALIFICATIONS & TRAINING DETAILS**

(xii) Particulars of Company Secretary (ICSI) Course Examinations passed:

S.No.	Foundation, Executive & Professional Programmes of ICSI	Group/Module	Month & Year of Passing	Marks Secured
1.				
2.				
3.				
4.				
5.				
6.				

Please specify All India CS Rank/Medals, if any:-

Signature of the Applicant

(xiii) **Particulars of Academic Qualifications:** (from 10<sup>th</sup> / SSC and Plus Two/12<sup>th</sup> onward.) **attach separate sheet for more details, if any.**

S.No.	Name & Place of the Institution / College/ University	Course Name	Full Time/ Part Time	Month & Year of Passing	Division Secured
1.					
2.					
3.					
4.					
5.					

(xiv) **Particulars of FULL TIME course, if any, joined / pursuing as on date of application:**

Name of the Course .....Duration: From: (MM/YYYY) To: (MM/YYYY)

Name & Place of the Institution / College/ University.....

(xv) **Details of CS Training undergone till date (if any):** *NIL / NA, if not relevant.*

Name of the Trainer(s)	Period of Training	No. of leaves taken during the period	Training registered with ICSI (Yes/No)	NOC submitted or not	Sponsorship Letter No. & Date

(xvi) **Details of EDP Training undergone under the new/old Training Structure.**

Name of the Programme	Period of Training	Mode of Training (Online/Physical)	Certificate No. if any.

(xvii) **Details of Prior Work Experience, if any:** (Please attach proofs)

Name of the Organisation/ Firm	Job Description & Computer Skills	Period		Designation
		From	To	

(xviii) **Period of Training sort:** Full period of 21 months (Yes/No)

If No, what will be the period of training sort, specify: .....

(xix) **Details of any other Training(s)/Internships other than (xv) above undergone till date (if any):** Please attach proofs.

Name of the Trainer(s) / Firm/ Organization	Period of Training	Sponsorship Letter No. & Date

(xx) **Computer Proficiency :**

Any working experience on MS-Office? No  Yes

If yes, mention what kind of experience in MS-Office:

Basic Level  Working Level  Expert / Professional Level

Experience period: \_\_\_\_\_; from \_\_\_\_\_ to \_\_\_\_\_

Keyboard typing speed (attach proof of online typing test): .....

Any other IT Skills/ Computer Proficiency: .....

Signature of the Applicant

**(D) OTHER DETAILS** (please attach additional sheets, if space given is insufficient)

(xxi) **Extracurricular activities- Achievements/Medals: Yes / No** (if Yes provide details)

(Please specify any achievements either in sports / NCC or any other filed/ activity):

.....  
.....  
.....

(xxii) **Area(s) of Specialization / Job experience, if any: Yes / No** (if Yes provide details)

.....  
.....  
.....

(xxiii) **Describe your career goals and how this internship / training will help you to reach those goals. Be brief about the experiences you would like to gain through this internship and why you believe this internship/training can provide such an experience.** (Attach separate sheet, if space constraint).


(xxiv) **Upon selection, no. of days required to join:** .....

(xxv) **Upon selection, willingness to relocate and Stay at** the Accommodation provided by RINL/VSP, Visakhapatnam (For non-local applicants, if any): No Yes

**NOTE:** Please attach Resume/Bio-data with signature and date.

**(E) SELF-EVALUATION SHEET** (mandatory to fill the self-evaluation marks)

**Note:** Please mention self-evaluation marks against each criteria in the column (4) in below table as per criteria fulfillment based on the documentary proof(s) attached to the application and mention either '0' or 'Nil' if no marks against any such criteria. Please take note that filling of self-evaluation marks and enclosing of documentary proof(s) as support of such self-evaluation is mandatory and any deviation to this conditions will lead to reject the application without any further intimation/notice/information.

S.No. (1)	Criteria (2)	Max. Marks (3)	Marks (Self- evaluation) (4)
(i)	All India Rank (AIR) secured in Executive / Professional programme of ICSI (5marks/Rank)	10	
(ii)	Executive/Professional programme of ICSI cleared in a single attempt. (5marks/programme)	10	
(iii)	Pursuing final level of CA (ICAI) or CMA (ICMAI) Course.	5	
(iv)	Working experience in relevant Domain. <sup>(1)</sup>	10	
(v)	Full Time Five Years Degree Course (5YDC) passed in First division.	10	
(vi)	Full time B.Com (Hons)/LL.B / M.B.A passed in First division.	8	
(vii)	Full Time Graduation (3YDC) Degree passed in First division.	6	
(viii)	Extra-curricular activities- Achievements/Medals <sup>(2)</sup>	5	
(ix)	NCC 'B' or 'C' Certificate (National Cadet Corps) or equivalent from Scout & Guide.	4	
(x)	Full Period of Training (21 months) sort at RINL/VSP	7	
	<b>Total Marks obtained on self-evaluation basis based on documentary proofs</b>	<b>75</b>	

<sup>(1)</sup> Experience in relevant domain viz. Secretarial, Legal, Accountancy etc., with MS-Office Computer proficiency. The experience should be supported by Experience Certificate. The consideration and evaluation of experience certificate is at the sole discretion of RINL/VSP.

<sup>(2)</sup> Please specify any achievements either in sports or education or any other filed/ activity state level onwards.

Signature of the Applicant

**DECLARATION**

I hereby declare that I agree with all the terms & conditions of the advertisement given for this application and all the information stated in this Application Form and attached Resume/Bio-data are true and I did not willfully suppress any material fact. In case any of my information/ declaration and documents attached herewith are found to be false and if I am unable to produce relevant documents in support of the eligibility condition, my candidature may be cancelled at any stage of the process / internship without any notice and I am liable for the course of action, if any, taken by RINL including recommendation to ICSI for necessary disciplinary action.

Place: .....

Date: .....

Signature: .....

**Please do signature at bottom on each & every page**

Duly filled with handwriting and signed & dated scanned application along with signed & dated copy of **RESUME / BIO-DATA** should be sent by email to the email id(s) given in the advertisement on or before the due date. Applications received beyond due date will be rejected without any communication. For any further clarifications Company Affairs Dept, RINL may be contacted at *email: [csrinl@vizagsteel.com](mailto:csrinl@vizagsteel.com); Phone: 0891-2759482 / 2518249 or CS Anuja Mishra, Secretarial Officer, email: [anujam\\_2404@vizagsteel.com](mailto:anujam_2404@vizagsteel.com); Mobile: 8985078575. Scan copy should be conspicuous and printable for filing.*

*Signature of the Applicant*

