

HINDUSTAN SHIPYARD LIMITED

VISAKHAPATNAM

Requirement of one CS Trainee (Executive Level Passed)

As per ICSI Training structure

Hindustan Shipyard Limited (HSL), a Govt. Of India undertaking under the Ministry of Defence is premier Shipbuilding Yard in the East Coast of India. The Registered & Corporate office of the Company is situated at Visakhapatnam in the State of Andhra Pradesh. The Company requires as a CS Trainee on Whole time basis for a period of 21 Months as per the Training guidelines of Institute of Company secretaries of India on following Terms & Conditions.

- (a) **Qualification:** The Candidate must have passed the CS Executive level. An additional graduation degree would be preferred.
- (b) **Skill Sets Required:** The candidate shall have the working knowledge of companies Act 2013. The candidate shall have good communication & drafting Skills and should be able to work in a computerized environment.
- (c) **Age:** The minimum age shall be 20 years and maximum age is 35 Years.
- (d) **Duration of Training:** Duration of Training shall be 21 Months as per ICSI Regulations.
- (e) **Stipend:** Stipend shall be Rs 10000/- per month during the entire duration of Training (i.e. 21 Months).
- (f) **Leaves:** Leaves during the Training shall be governed as per Training guidelines issued by ICSI.
- (g) **Selection Procedure:**
 - (i) Interested candidates are required to submit their applications in the prescribed format which is placed at Annexure – A to Sr Manger (Training), Hindustan Shipyard Ltd, Gandhigram PO, Visakhapatnam-530005.
 - (ii) Upon receipt of application, the shortlisted a candidates shall be called for interview. The candidate will be selected based on their performance in the interview.
 - (iii) Upon selection, the candidate will be informed about his selection for training and the candidate shall apply to ICSI, New Delhi for sponsorship. Upon receipt of sponsorship, the Training shall be commenced.
- (h) **Last Date for Applying:** The last date for applying is 1600 hours 22 Nov 2023
- (i) . Applications received beyond the said date/time shall be liable for rejection.
- (j) **General Conditions:**
 - (i) Local Candidates from Visakhapatnam would be preferred.
 - (ii) The training of the candidate would be completed upon completion of the 24 months training period and the candidate shall have no right to claim for regularisation or absorption in any manner.
 - (iii) The candidate shall be governed as per the extant rules applicable to Graduate Apprentice Trainees of the company.
 - (iv) The company reserves the right to modify and cancel the selection process of CS Trainee without assigning any reason therefor.
 - (v) The training of the candidate will be terminated if the candidate violates any of the terms & conditions mentioned in the selection letter which will be issued after selection.

**HINDUSTAN SHIPYARD LIMITED
VISAKHAPATNAM**

**APPLICATION FOR CS APPRENTICE
TRAINEE**

(To be filled in Capital Letters)

Paste a recent
Passport size
Photo

1	Name	
2	Father's Name	
3	Mother's Name	
4	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> (Tick in appropriate Box)
5	Date of Birth	
6	ICSI Registration No	
7	Communication Address	
8	Permanent Address	
9	Email Id	
10	Contact No	

11. Educational Details (10th Onwards in ascending order)

Name of Qualification	University/ College	Percentage of Marks Scored	Passing Year

12. Work Experience (If any)

13. References (Two References)

14. Declaration: I certify that above given information is correct and complete to the best of my Knowledge & believe and nothing has been concealed. In case the above information is found to be false, I understand that my training would be terminated by the company.

Date:

Place:

Signature of the Candidate