



RASHTRIYA ISPAT NIGAM LIMITED
VISAKHAPATNAM STEEL PLANT
(A Govt. of India Enterprise)
CIN: U27109 AP1982 GOI 003404

Regd. Office: Administrative Building, Rashtriya Ispat Nigam Limited (RINL),
Visakhapatnam Steel Plant (VSP), Visakhapatnam –530 031, Andhra Pradesh, India.
Telephone & Fax: +91 891 2518249/2759482; Website: www.vizagsteel.com

COMPANY AFFAIRS DEPARTMENT

No. RINL/CA/CS (Trg)/2024/04

Date: 26th August, 2024

Practical Training for Company Secretary Students

(As per Company Secretaries Regulations, 1982)

Rashtriya Ispat Nigam Limited (RINL), a Navratna CPSE (Schedule- A), is the corporate entity of Visakhapatnam Steel Plant – the country's first shore-based integrated steel plant at Visakhapatnam, Andhra Pradesh. Main activities of RINL includes production of steel products in the longs category from its operating unit at Visakhapatnam, AP. The company operates three mines viz. Jaggayyapeta mines (JLM) (Limestone), Garbham (Manganese) Mines, Kintada (Quartzite and river sand) Mines in Andhra Pradesh and Madhram mines (MDM) (Dolomite) in Telangana State.

RINL is under the administrative control of Ministry of Steel (MoS), Govt. of India (GoI) with 100% shareholding held by the Hon'ble President of India. The Registered office of the company is situated at Administration Building, Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, Visakhapatnam –530 031, Andhra Pradesh, India. The website of the company is www.vizagsteel.com.

RINL is looking for promising students possessing following eligibility and aspiring to undergo training as per Company Secretaries Regulations, 1982 at Company Affairs Dept situated at its registered office at Administrative Building, RINL/VSP, Visakhapatnam-530 031, State of Andhra Pradesh.

The prospective CS Trainee will become part of core team of Company Affairs Department, RINL. CS Trainees are actively engaged in core company secretarial works/jobs based on their capabilities/capacities from basic-to-high end such as preparation of agendas for all meetings of Board, Board Sub-Committee & General Meetings, documentation/s with regard to Statutory compliances, e-filings, assist for Secretarial Audit and preparation & printing of Annual Report, XBRL etc.

Details of Training & Eligibility:

Qualification: The aspirant should complete atleast one group/module of **Professional programme** of ICSI along with **full time Degree Course OR Inter ICAI/ICWAI passed.**

Preference will be given to the aspirant having **working experience** in the relevant domain viz. Secretarial, Legal, Accountancy etc., with MS-Office Computer proficiency. The experience should be authenticated by proper Certificate.

- 1) **Computer proficiency:** The aspirant should possess hands on experience in MS-Office Computer proficiency.
- 2) **Duration of Training:** As per Company Secretaries Regulations, 1982, (ICSI) as amended from time to time.
- 3) **Age:** The maximum age limit of aspirant should be 27 years as on date of this Advertisement.
- 4) **Stipend: Accommodation with canteen facilities plus ₹25,000/-** per month for ICSI professional (ALL groups) passed; ₹18,750/- for any one group/module of ICSI professional passed;
- 5) **Accommodation:** Accommodation will be provided as per RINL/VSP Rules to outstation CS Trainees at nominal charges at Trainees Hostel, VSP Township, Ukkunagaram, Visakhapatnam, A.P., on sharing basis for male candidates and at RINL/VSP Quarters, VSP Township for female candidates.
- 6) **Canteen facilities:** Food items at canteen can be availed at subsidized rates at par with employees.
- 7) **Working Hours:** Monday to Saturday from 9:00 AM to 5.30 PM. (extended on need basis)
- 8) **Leaves:** Trainees will be entitled to leaves as per ICSI Rules and as per extant rules of RINL/VSP.
- 9) **Selection Procedure:**

- a) Interested candidates are required to submit their applications in the prescribed format as per instructions given in this advertisement along with a copy of **resume** duly signed & dated. **Any deviation to the format or filling of application will be summarily rejected without any intimation to the applicant.** Incomplete/illegible/unsigned/ multiple applications/applications not in the prescribed format or without photograph/without copies of certificates in support of age, qualification, category, experience and pay/or those received after last date will be rejected.

- b) Upon receipt of application, the application will be evaluated as per the below criteria and marks will be awarded. The cut-off marks will be decided later. Candidates will be shortlisted for interview based on marks secured as per criteria. The interview will be arranged through video conferencing either by Zoom or Skype or any other mode. However, physical interviews may also be considered based on situations/ circumstances.
- c) Selected candidates will be called for joining as per the Letter of Appointment to be issued by RINL/VSP.
- d) Marks claimed in one criteria cannot be claimed in another one for same credentials.
- e) The Application evaluation criteria is as follows:

S.No.	Criteria	Max.Marks
(i)	All India Rank (AIR) secured in Executive, Professional programme of ICSI. (7.5 marks/Rank)	15
(ii)	Executive, Professional programme of ICSI cleared in a single attempt. (5 marks/ programme)	10
(iii)	Working experience in relevant domain. *	10
(iv)	CA/ICWAI inter passed	10
(v)	Full time LL.B / M.B.A passed or any other professional course completed.	10
(vi)	Full Time Graduation (3YDC) Degree passed	05
	Total – (A)	60
(vii)	Interview	Total – (B)
	Grand Total (A+B)	100

*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.


- 10) **No. of Vacancies:** One vacancy, subject to change.
- 11) **How to Apply:** Interested aspirants should apply in the prescribed format of Application and submit their applications through email to csrinl@vizagsteel.com with a copy marked to jagadeeshm@vizagsteel.com
- 12) **Last date:** Closing working hours of **09th September, 2024 i.e. 17.30 hrs**
- 13) All correspondences with the candidates shall be done through e-mail only. RINL will not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or due to any other reasons.

General Terms & Conditions:

- a) Before applying, the candidate should ensure that he/she fulfills the eligibility criteria and other terms & conditions.
- b) All qualifications should be from a recognized Board/University/Institution in India.
- c) The aspirant must write their name as it appears in the educational certificate of Secondary or equivalent examination. In case of change of name at a later stage necessary legally accepted documentary proof is to be submitted at the time of interview. Candidates must attach with the application, documentary evidence in support of age, educational qualifications and experience.
- d) At any stage of engagement process, if it is detected that the candidate does not fulfill the eligibility criteria and/or does not comply with any other requirements as required as per this advertisement and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after engagement, his/her engagement(s) are liable to be terminated without any notice.
- e) Any canvassing or personal follow up with an intention of inducing the process of selection of candidate by and on behalf of any candidate shall lead to immediate cancellation of candidature. The aspirants are advised not to fall prey to any touts / agents in any way for this enrollment.
- f) No travelling allowance or other expenses will be made admissible to the aspirants appearing for the interview, if any, on physical mode. Those candidates, who fulfill the eligibility criteria will only be considered for Interview.
- g) RINL-VSP reserves the right to withdraw/cancel the advertisement/selection process if circumstances so warrant without assigning any reason thereof.
- h) The decision of RINL in all matters relating to eligibility, acceptance, rejection of the application, mode of selection, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this regard.
- i) This training/engagement will not give any right to employment at RINL/VSP.

NOTE:-The interview schedule to the eligible shortlisted candidates will be communicated to aspirant's **Registered Mobile number and Email address only.**

For any further clarifications Company Affairs Dept, RINL may be contacted at *email:* csrinl@vizagsteel.com; *Phone:* 0891-2759482/ 2518249 or R.K.Dasari, Sr. Manager Company Affairs Department, *email:* rkdasari@vizagsteel.com, *M:* 9177205205 .

 **M. JAGADEESHWARA RAO**
Company Secretary (M.No. F-8581)
RASHTRIYA ISPAT NIGAM LIMITED
(CIN No. U27109AP 1982 GOI 003404)
(VISAKHAPATNAM STEEL PLANT)

Digitally signed by M JAGADEESHWARA RAO
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2a08a9dafc0bd75600d1fff64, ou=COMPANY AFFAIRS,CID
-6955210, postalCode=530031, st=Andhra Pradesh,
serialNumber=a01211eab9d688efe70b38d290a45b5f4c8
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JAGADEESHWARA RAO
Date: 2024.08.26 19:29:17 +05'30'



Please affix
passport size
Photograph
(self-attested)

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

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

Advertisement No. RINL/CA/CS(Trg)/2024/04

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.....months. Gender: M / F
(As per proof of 10th /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: Languages known: Mother Tongue:

(B) PARENT / GUARDIAN DETAILS:

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

(C) EDUCATIONAL QUALIFICATIONS & TRAINING DETAILS

(xi) 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.				

Signature of the Applicant

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

(xii) **Particulars of Academic Qualifications:** (from 10th / SSC and Plus Two/12th onward or / ICAI/ ICWAI) 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.						

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

Name of the CourseDuration: From: (MM/YYYY) To: (MM/YYYY)

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

(xiv) **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

(xv) **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.

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

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

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

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

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

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

(xix) **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.

Signature of the Applicant

S.No. (1)	Criteria (2)	Max. Marks (3)	Marks (<i>Self- evaluation</i>) (4)
(i)	All India Rank (AIR) secured in Executive, Professional of ICSI. (5marks/Rank)	15	
(ii)	Executive, Professional of ICSI cleared in a single attempt. (5marks/programme)	10	
(iii)	Working experience in relevant domain. *	10	
(iv)	CA/ICWAI inter passed	10	
(v)	Full time LL.B / M.B.A passed Final pursuing of CA/CMA/CFA or any equivalent course.	10	
(vi)	Full Time Graduation (3YDC) Degree passed	05	
	Total Marks obtained on self-evaluation basis based on documentary proofs	60	

* 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.

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; Phone:0891-2759482 / 2518249 or RK Dasari, Sr. Manager Company Affairs Department, email: rkdasari@vizagsteel.com Mobile:9177205205. **Scan copy should be conspicuous and printable for filing.**

Signature of the Applicant