

Application form for Exemption from Student Induction programme(SIP)

Registration No		DENOVO Regn No.	
Date of Registration			
Name (In Block Letters)			
Fathers Name			
Address Correspondence			
Contact No			
Email			

Claim for exemption from SIP *

(i) On the basis of Professional qualification

Name of Degree/Diploma *	University /Institute	Year of Passing

(Attach self attested copy of Degree/Marksheet)

(ii) On the basis of work experience

Name of Company Degree/Diploma	Period of employment	Designation	Nature of Job

(Attach self attested copy of experience certificate issued by the employer)

Date :

Place :

Signature

* Eligibility Criteria for exemption from SIP is given overleaf

Eligibility criteria for claiming exemption from Student Induction Programme

The candidates fulfilling the following criteria may apply in the prescribed format for the exemption from undergoing SIP:

(i) Candidates having one year of working experience as assistant or any other post equivalent thereto by whatever name called or any other higher grade thereto in the field of Finance, Secretarial, Human Resource, Marketing, General Administration, Teaching, Research etc. in any body corporate, government body, statutory or autonomous body, public undertaking, financial institution, banks, consultancy firms, Law firms or any other organization/institution which in the opinion of the Council provides scope for adequate exposure for exemption from Students Induction Programme (SIP),

or

(ii) Candidates possessing Post Graduate Degree or 2 years Post Graduate Diploma in any stream,

or

(iii) Candidates possessing professional qualification e.g CA, CWA,LL.B, BE/B.Tech/B.Arch, MBBS, Post Graduate Degree/Diploma in Businesses Administration/ Management, MCA or any other qualification as approved by the Council from time to time.

Students seeking exemption may apply within six months from the date of registration in the Executive Programme.

The students who were enrolled on or after 1st September 2009 and yet not undergone the SIP may also apply for the exemption.

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Please send the duly filled in form within six months from the date of registration in the Executive Programme with the copies of requisite certificates through post to:-

Joint Director –Training & Placement
The Institute of Company Secretaries of India
22, Institutional Area
Lodi Road, New Delhi -110003

You may also mail the soft copies of the documents (pdf) at nidhi@icsi.edu