



40th MSOP from 15.03.17 has been postponed and rescheduled to Wednesday, 22.03.17 due to Administrative Reasons

REVISED SCHEDULE

Training	Schedule	Fee	Minimum Eligibility
Management Skills Orientation Program (MSOP) Duration: Fifteen working days	From: 22MAR17	Rs.6500/-	(i) Qualified Professional Program (ii) Undergone 15months MT/AT (iii) Sponsorship letter issued by the Institute 15months MT/AT (iv) Undergone: A) 8 days EDP OR B) 5 days TOP OR C) 3days E-governance & 5days Skill Development program under Academic training (iii) 24 hours PDP OR (i) Qualified professional program (ii) Completion of 3year/2year/1year training as per 'Modified Training Structure' (iii) Sponsorship letter issued by the Institute for 'Modified Training' OR (i) Qualified professional program (ii) Exemption granted by the Institute for various Trainings

Mode of fee payment: Rs.6500/- through cash or DD in favor of "Gurgaon Chapter of NIRC of the ICSI" payable at Gurugram.

Please make sure before enrolment into the MSOP you have submitted all training related documents like training completion certificate, quarterly reports and project report etc. to training@icsi.edu and your ICSI account, particularly training section is updated and status shows as 'C' (completed).

Contact us at

Gurgaon Chapter of NIRC of the ICSI

First Floor, Deenbandhu Sir Chhotu Ram Bhawan, Behind Shiv Mandir,
Jharsa Road, Sec. 32, Gurgaon – 122003

Ph: 0124-2380021/4232148/9999311926/Email: gurgaon@icsi.edu

SEATS AVAILABLE!!!!!!!!!!

Name of Regional Council/Chapter: _____

Application form for admission in Management Skill Orientation Program (MSOP)

Name of student :			Registration No. :			Please affix a recent passport size photograph
Particulars of passing Executive Programme Examination : (Please attach photo copy of pass mark sheet of all groups/modules)			Mobile No:			
Group/Module	Session of passing	Roll No.	e-mail ID :			
Group/Module-I						
Group/Module-II						
Particulars of passing Final / Professional Programme Examination : (Please attach photo copy of pass mark sheet of all groups/modules)			Address for correspondence :			
Group/Module	Session of passing	Roll No.				
Group/Module-I						
Group/Module-II						
Group/Module-III						
Module-IV						

Details of trainings (undergone / or exempted)

(If undergone, please attach copy of "Training Completion Certificate". If exempted, please attach copy of institute's training exemption letter)

Earlier Training Structure			Modified Training Structure		
(i) Management Training / Apprenticeship Training (Regulation 48)	12 months	Undergone/ Exempted	Management Training / Apprenticeship Training (Regulation 46AB)	12 months	Undergone/ Exempted
(ii) Practical Training			Are you employed? (please mention followings) Designation : Office Address : Telephone No. (Office) :		
(a) Secretarial / Legal Deptt.	1 month	Undergone/ Exempted			
(b) Finance / Accounts Deptt.	1 month	Undergone/ Exempted			
(c) Personnel & Admin Deptt.	1 month	Undergone/ Exempted			
(d) Specialized training (ROC/SE/FI etc)	15 days	Undergone/ Exempted			

Details of EDP(please attach copy of completion certificate)

Place :	From	To

Details of PDP(please attach copy of completion certificate)

Details of 3 days PEGP (please attach copy of completion certificate)			
Place :	From	To	

Place	PDP hours granted	Date of programme	

Details of MSOP Fees paid (If paying through demand draft, it should be drawn in favour of "....." payable at ".....")

Amount :	DD No. /CASH RECEIPT No. :	Date :	Bank:

Declaration by student

I _____ do hereby declare that the particulars given above are true to the best of my knowledge and belief.

I also agree that providing false particulars amounts to misconduct and if any misconduct is observed on my part in terms of Regulation 55-A of the Company Secretaries Regulations, 1982 (as amended time-to-time), I shall abide by the decision of the Council which may suspend or cancel my registration as a student or may suspend or debar me from appearing in anyone or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 48 or 50 or declare that I am not fit and appropriate person to be admitted as an Associate Member of the Institute.

Place : _____

Date : _____

Signature of student

For Office use only (at respective Regional Office / Chapter)

Received by :	Receipt No.	Date of receiving :	Signature of MSOP Co-ordinator of RO/Chapter :
Signature of dealing Assistant			