

ICSI - Practical 15 months Training

This can be done either on Completion of CS Executive Program {aka Inter} or Completion of CS Professional Program {aka Final}. The Training Period will commence only on **prior approval AND sponsorship** of ICSI.

Where to do the ICSI Practical 15 months Training?

With Company {Co} = Paid-up Capital {PC} >= 50 lakhs

OR

with Practising Company Secretary (PCS)/its Firm working Whole-time basis.

Training Procedure:

1. Complete 5 days [Training Orientation Program \(TOP\)](#) at [ICSI](#) which is pre-requisite for Commencement of Training.
2. **All communications pertaining to student services, including Training to be send only to ¹DSS, ICSI and by e-mail.** Send 3 copies of Application for Sponsorship in [Form ST-10](#). It is advisable to enclose Inter/Executive Program Marksheets, TOP Certificate and Appointment Letter/Apprenticeship Agreement, if any.
3. If "[ICSI-registered Company](#)", then just submit the list of company names, where you wish to undergo the Training and wait for ICSI to send a Sponsorship letter to such company and you, to fix up the Interview for Training. You may get [Placement Assistance](#) too. Then, intimate the date of Commencement of Training Period <= 15days to [ICSI](#), along with the "Appointment Letter".
4. If "[ICSI-registered Company](#)", and the appointment is confirmed by such company, then fill the [Form ST-10](#), get it signed by the Company Secretary of the Company and then submit <= 15days along with the "Appointment Letter", and other enclosures to [ICSI](#).
5. If "**ICSI-unregistered Company**", check for "[Company Eligibility Conditions](#)" and then send "[Company Training Registration Application](#)" duly signed by Company Secretary of the Company to [ICSI](#) for Registration along with the [Form ST-10](#) & enclosures duly filled and signed by the Company Secretary.

Note: Training Period will commence on any prospective date or 2nd day from the day after which ICSI receives the "Company Regn. Application".

1 Joint Director (Student Services), The Institute of Company Secretaries of India (ICSI), C-37, Sector-62, Noida – 201 301. Phone: 011- 4239994/25781672/25781674.

6. If "**ICSI-registered PCS**", execute and send an "**Apprenticeship Agreement**" on a Stamp Paper of requisite (minimum) value along with 3 copies of "**Statement of Particulars**" (in word format) and said enclosures <= 15days of Commencement of Training.
7. If "**ICSI-unregistered PCS**", check for "**PCS Eligibility Conditions**", then send "**PCS Training Registration Application**" and then execute & send an "**Apprenticeship Agreement**" on a Stamp Paper of requisite (minimum) value along with 3 copies of "**Statement of Particulars**" (in word format) and said enclosures.

Note: Training Period will commence on any prospective date or 2nd day from the day after which ICSI receives the "PCS Training Registration Application".

8. **25 hours of ADP (Academic Development Program)** credit hours with ICSI, are mandatory and should be completed over the period of Training, which is nothing but active participation in ICSI-seminars and other activities.
9. **5 Quarterly Reports (in word format)** duly signed by CS, within 15days from the end of every quarter to **ICSI**.
10. On Completion of 12 months of Training **and** qualifying Final/Professional Exams, **SMT**P can be enrolled and **Specialised Training** can be undergone.
11. **A Project Report and Training Completion Certificate** at the end of the Training Period (on completion of 15 months). Find Project Report details and other training-related details in the ICSI-Training Diary, which can be purchased for Rs.100/- from ICSI, for maintaining daily training records on personal basis.

It is advisable to always send the scanned copy of above mentioned documents by **e-mail** to the concerned persons.

Get the "Sponsorship Letter" from ICSI for confirmation of Training.

Shifting Training from Company to Company or PCS to PCS:

ICSI may on case-to-case basis, considering the appropriate cause, allow the candidate to shift his/her Training during the Training period. It is advisable for the candidate to confirm with **ICSI** Training Section, whether they can shift the Training and if so, what documents to be submitted. 15 month Training period should be continuous, so if shifting is allowed, there should not be time gap between relieving and joining the Training. **No Objection Certificate (NOC)** & Relieving Letter from the 1st Trainer alongwith Appointment Letter/Apprentice Agreement and **Form ST-10** with said enclosures from the New Trainer shall be submitted to **ICSI** within 15 days of commencement of new Training.

ICSI - Practical Experience for claiming Exemption

In Body Corporate – as CS/in Secretarial Department:-

1year as Assistant/Deputy Company Secretary {CS} or higher grade;
OR

3yrs as Secretarial Officer or Executive in Secretarial Department in Body Corporate {BC} I.e. Public & Private Limited Companies and companies incorporated outside India}, including Public Sector Undertaking/Financial Institutions/Banks {PSU/FI/Banks} and other autonomous bodies, having,

Paid-up Capital {PC} & Free Reserves {FR} of 25 lakhs or more;
{PC+FR [$\geq$] 25 lakhs}

OR

Gross Fixed Assets [$\geq$] 50 lakhs.

With PCS or its Firm:-

3yrs as Assistant under Whole Time Practising CS or its Firm;
OR

2yrs as Executive in Whole Time Practising CS or its Firm;

Having 3 years of Continuous Practice:-

As Practising Chartered Accountant {PCA} or Practising Cost Accountant {PCWA};
OR

Advocate in High Court having rendered services to a Company, including PSU/FI/Banks/Other Autonomous bodies, having PC+FR [$\geq$] 25 lakhs OR Gross Fixed Assets [$\geq$] 50lakhs.

Executive/Assistant in Secretarial, Finance, HR & Legal fields:-

3yrs in Executive level OR 4yrs in Assistant Level in any of the said fields in a Body Corporate, including PSU/FI/Banks/Other Autonomous bodies and also including Central/State Government {CG/SG}, having PC+FR [$\geq$] 25lakhs OR Gross Fixed Assets [$\geq$] 50lakhs.

Note: ICSI may grant proportional exemption based on experience.

ICSI – 3 months Practical Training

Applicable for:-

Candidates exempted under "3 years as Executive/Secretarial Officer in BC"

Candidates exempted under "3 years/2 years With PCS or its Firm"

Candidates exempted for "3 years of Continuous Practice as PCA/PCWA/Advocate"

Candidates exempted for "3 years/4 years as Executive/Assitant in Secretarial, Finance, HR & Legal fields in BC/CG/SG"

Such other candidates, who have got 12 months exemption from ICSI

3 Months Training {Areas} as under:-

With – Public Limited Company/Body Corporate having PC {>=} 25lakhs

In –

- i. **1 month** - Secretarial Department;
- ii. **1 month** – Finance & Accounts Department;
- iii. **1 month** – Administration Department.

Exemption for every 1 month:-

The candidate should give documentary evidence to show that he/she has acquired substantial portion of practical experience in that particular area.

Note: ICSI-15 month Trainees and Candidates having experienced as Assistant CS for an year are exempted from this "3 months Practical Training" per se.

ICSI – 15 days Specialised Training

Specialised Agency {Areas} – Registrar of Companies {RoC} or Stock Exchange or Commodity Exchange or Financial/Banking Institution or Management Consultancy Firm. Keep track of [Student Company Secretary](#) for the List of Entities.

Sponsorship from ICSI:-

The 15-month, ICSI Trainees, on completion of 12 months of Training after qualifying Final/Professional exam or those who are exempted from 15 months Training, may apply to [ICSI](#), for getting Sponsorship in the Specialised Institution by way of a [letter](#) or [e-mail](#) or both. Specify in the [letter](#), the place (say for instance, BSE, Mumbai) where you are interested to undergo such Training and it **shall** be completed as a part of the Training. Get the Sponsorship Letter from ICSI and then visit the concerned office to complete the 15 days Training.

Exemption for 15days only to:

Candidates exempted under "1 year as Assistant Secretary or 3 years as Executive/Secretarial Officer in BC"

Candidates exempted under "3 years/2 years With PCS or its Firm"

Candidates exempted for "3 years of Continuous Practice as PCA/PCWA/Advocate"

Candidates exempted for "3 years/4 years as Executive/Assistant in Secretarial, Finance, HR & Legal fields in BC/CG/SG"

The candidate should give documentary evidence to show that he/she has acquired substantial portion of practical experience in that area.

Note: ICSI-15 month Trainees have to mandatorily undergo this 15 days Specialised Training and cannot be exempted.

Exemption Procedure

Experience based exemption or 3months Training exemption or 15 days specialised training exemption or any other exemption, to the satisfaction of ICSI has to be submitted in the [Form ST-10](#) to [ICSI](#) with a [letter](#) and following Documents, **both duly signed/certified by the MD/CEO**,

1. Experience Certificate with Exact Designation, Period, Salary and Job Profile.
2. Copy of all Annual Reports pertaining to that period.
3. "Organisation Chart" indicating the position of the applicant in the Organisation hierarchy.
- 4. The "First" & "Last" Salary Slip, I.e. Salary slip for the beginning and the last pay drawn from the Organisation.**
5. Any other relevant documents pertaining to the specific cases may be enclosed.

ICSI may grant exemption based upon your experience in the relevant area and you have every right to justify your experience, to the satisfaction of ICSI, in the particular area for getting exemption.

ICSI – Compulsory 15 days SMTP for ALL

{No Exemption} [SMTP – Secretarial Modular Training Program](#) for 15 days with ICSI or 15 days residential SMTP with [ICSI-CCRT](#), Navi Mumbai.

Call up the nearest ICSI and find out the relevant details. This is a mandatory training and applicable for all candidates, irrespective of experience, for 15 full working days in order to become eligible for membership of ICSI.

ICSI – Training Query Redressal

S.No.	Nature of Query	Contact Person	E-Mail Id
1.	Registration of Companies for 15 Months/ 3 Months and 15 days (for imparting training) Issue of Bio-Data / Sponsorship letters in companies and to the students Queries regarding vacancy in company(s) /Data of Companies where vacancy of trainees exists and data of students intend to undergo training etc.	Suman Kumar	training@icsi.edu
2.	Query related to claiming Exemption from undergoing training. Query related to Admission as an Associate Membership General Query	Amit Sircar	training1@icsi.edu
3.	Registration of Company Secretaries in Practice for imparting 15 Months apprenticeship training Issue of Sponsorship letters to Company Secretaries in Practice / ROC and Stock Exchange for 15 months and 15 days training etc.	Ms. Anita Mehra	training2@icsi.edu

ICSI – Other Training Details

Kindly, follow [ICSI Training Link](#).

You may refer the [Company Secretaries Regulations, 1982](#) (as amended).

Training Diary which can be purchased from ICSI.

[Prospectus](#) of Company Secretaries Course.

Keep trainin...

[15 months-Training](#) [Training-Exemption](#) [15 days-Specialised](#) [3 months](#) [15 days-SMTP](#) ?