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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)/2024/01

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.) **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)	10	
(ii)	Executive, Professional of ICSI cleared in a single attempt. (5marks/programme)	10	
(iii)	Working experience in relevant domain. *	15	
(iv)	Full time LL.B / M.B.A passed or any other professional course completed.	15	
(v)	Full Time Graduation (3YDC) Degree passed	10	
	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: csrnl@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