To, Date: \_ \_ / \_ \_ / 20\_ \_

The Director,

Training & Placement,

Institute of Company Secretaries of India,

New Delhi.

Dear Sir,

We are willing to appoint a Trainee who is perusing Company Secretary Course, kindly help us to do the needful by posting the requirement on your portal. The detail regarding the same are mentioned below;

|  |
| --- |
| Appointing Trainee COMPANY SECRETARY;  |
| Name of the Company |  |
| Address of work location |  |
| Contact person |  |
| Nodal Contact person |  |
| Contact numbers |  |
| COP Number , if aplicable |  |
| Email id |  |
| Job Description | 1.
2.
3.
 |
| Number of Vacancies |  |
| Job/Work Location |  |
| Level of Examination passed ( Executive/Professional) |  |
| Stipend Details (Monthly) |  |

(Column no 2 above, in blue shade is to be edited)

(By requesting to service you the above requirement; the company allows ICSI to use its name and logo to be used as a Recent Recruiter)

Thanking you in anticipation of the same.

Yours Truly,

Sign :

Name :

Designation :

Company name :

Mobile No :

Email Address :