



Name of Regional Council NIRC-ICSI

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				
			If student has passed/completed Executive Program in June 2015 exam session or afterwards, he/she is required to complete following Programs also, before taking admission in MSOP.			
Details of EDP(please attach copy of completion certificate)				Details of 2 days PIP (please attach copy of completion certificate)		
Place :	From	To	Place :	From	To	
Details of PDP(please attach copy of completion certificate)				Details of 3 days PEGP (please attach copy of completion certificate)		
	Place	PDP hours granted	Date of programme	Place :	From	To
(i)				Details of 5 days PSDP (please attach copy of completion certificate)		
(ii)				Place :	From	To
(iii)						
(iv)				Details of 5 days PEDP (please attach copy of completion certificate)		
			Place :	From	To	
Details of MSOP Fees paid (If paying through demand draft, it should be drawn in favour of "NIRC OF ICSI" payable at "New Delhi")						
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						

Instructions to fill MSOP Form

Note: Documents should be enclosed in the same sequence for easy and prompt checking.

➤ **Check List:**

1. MSOP Application form
2. Self-photograph should be pasted on the application form at appropriate place (Not to be stapled).
3. Mark Sheets of Executive Program: Module I followed by Module II.
4. Mark Sheets of Professional Program: Module I followed by Module II, III & IV respectively.
5. Certificate of passing the Professional Program (if any).
6. Sponsorship letter issued by ICSI for 15 /12 months training, whichever is applicable.
7. Training completion certificate issued by the Trainer for 15/12 months with due sign and stamp of Trainer.
8. Exemption Letter issued by the ICSI (if exempted, in place of above point no. 6 & 7).
9. **In case of 15 Months Training:**
 - 8 Days EDP/5 Days TOP completion certificate.
 - 24 hours PDP completion certificate (as applicable).
10. **In case of 12 Months Training:**
Certificate for completion of 15 Days Academic Programme.
11. Registration fee Rs. 7,500/- by Cash or through Demand Draft payable in favour of NIRC of the ICSI and payable at New Delhi.
12. All the document should be self-attested by the candidate.
13. The application form may be deposited either in person or through speed Post on the below address:

MSOP Programme Co-coordinator
NIRC-ICSI, 4, Prasad Nagar Institutional Area
Prasad Nagar, New Delhi. 110005.