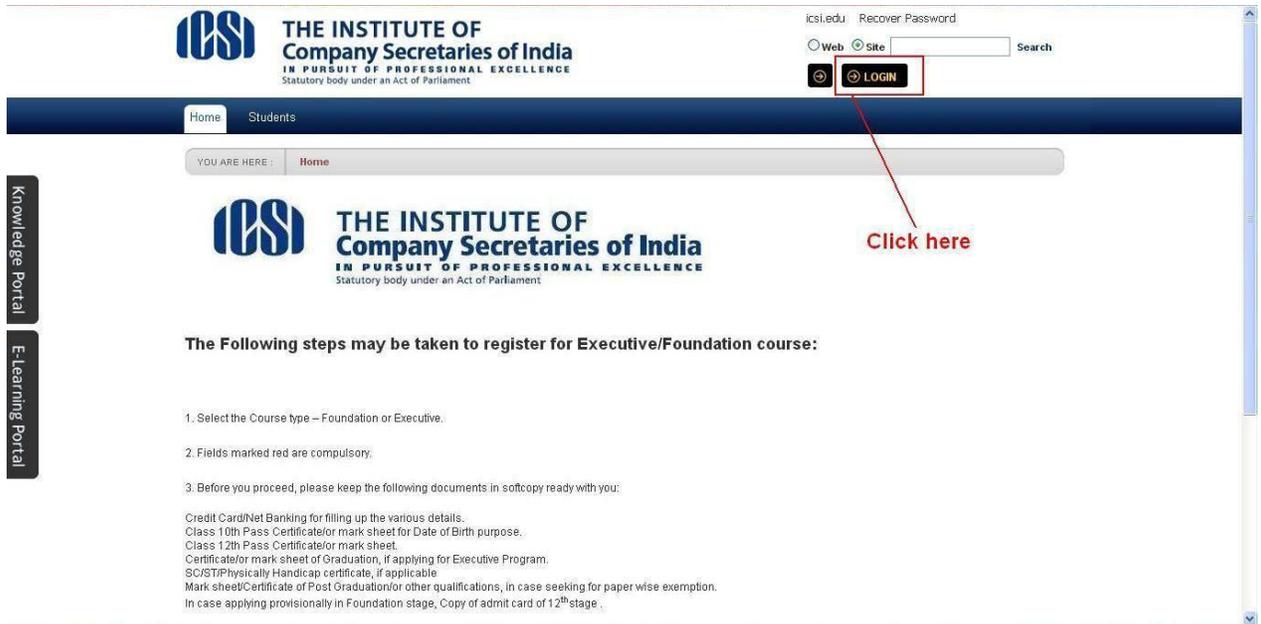


User Manual for Requesting Training

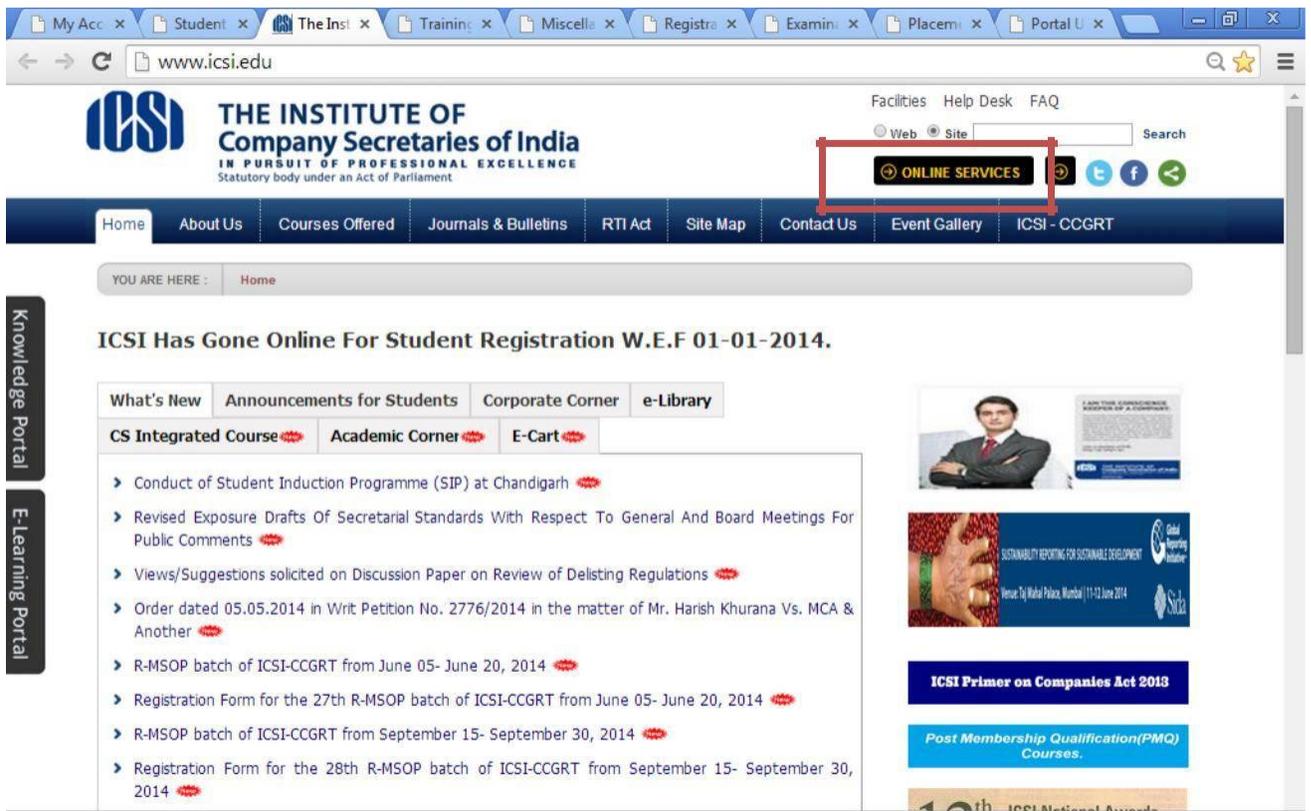
Below are the steps that you need to follow for requesting training.

1. Go to www.icsi.in/student/Home.aspx or <http://www.icsi.edu/>
2. Click on login Button.



OR

3.

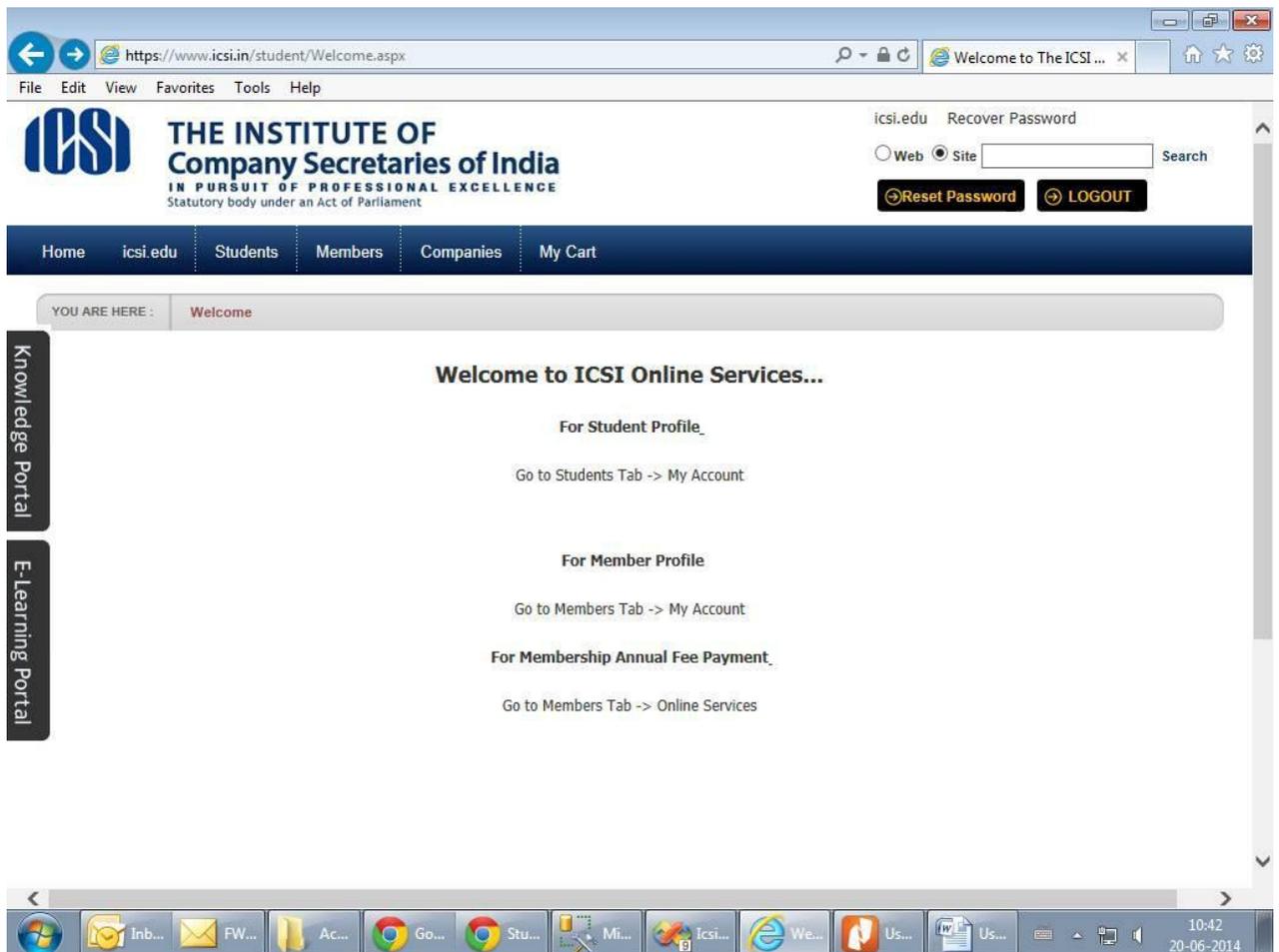


3. Now enter your Username & password



4. Now click on login button

5. After successful login, you will get the next Welcome screen.



6. Go to Students → My Account.

The screenshot shows a web browser window displaying the ICSI website. The address bar shows the URL <https://www.icsi.in/student/Welcome.aspx>. The page header includes the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament". There are links for "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". A search bar is present with "Web" and "Site" radio buttons and a "Search" button. Below the navigation bar, a "YOU ARE HERE" breadcrumb trail shows "Student Registration" and "My Account", with "My Account" highlighted in a blue box and a red rectangle around it. The main content area has a heading "to ICSI Online Services..." and three sections: "For Student Profile" with the instruction "Go to Students Tab -> My Account", "For Member Profile" with "Go to Members Tab -> My Account", and "For Membership Annual Fee Payment" with "Go to Members Tab -> Online Services". On the left side, there are vertical buttons for "Knowledge Portal" and "E-Learning Portal". The Windows taskbar at the bottom shows the system tray with the date "20-06-2014" and time "10:41", and several application icons including Internet Explorer, Outlook, and various folders.

7. Click on Payment Requests → Student Training Requests you will get the next screen as shown below.

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Reset Password LOGOUT

Home Students Members Companies icsi.edu My Cart Delegate Registration What's New

CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students > My Account

This option is applicable to students registered in CS Executive Programme on or after 01.04.14.

Account Summary Manage Account Programme Info **Payment Requests** Requests Examination Enrollment Others

Generate Payment Slip

Denovo Registration & Extension

Student Training Requests

Exemption Qualification Basis Request

Select Request Type

Select Company Type

Select Company Please Select

Select City for PCS

Select PCS

Indicates required fields

My Account... Manuals usermanual... Inbox - Mic... Sticky Notes Office Com... Untitled - ... Untitled - P... 11:39 AM 5/9/2016

Home Students Members Companies icsi.edu My Cart Delegate Registration What's New

CHIRAG VIJAYBHAI PANCHMIYA YOU ARE HERE : Students > My Account

This option is applicable to students registered in CS Executive Programme on or after 01.04.14.

Account Summary Manage Account Programme Info Payment Requests Requests Examination Enrollment Others

Select Request Type

Select Company Type

Select Company Please Select

Select City for PCS

Select PCS

Indicates required fields

My Account... Manuals usermanual... Inbox - Mic... Sticky Notes Office Com... Untitled - ... Untitled - P... 11:39 AM 5/9/2016

8. Select the requested fields from the drop down list.
9. Upload the required documents as mentioned in the instructions given.

Scanned copy of following documents are required to be uploaded (under modifies training structure):

i) If opting for 1 year / 2 year / 3 years Apprenticeship Training under PCS :

a) Scanned copy of ST-10 Form duly filled & signed by the student (format can be downloaded from [click here](#))

b) Scanned copy of the contract signed between trainee & trainer, along with Part-A & Part-B of the same. (format of contract can be downloaded from [click here](#)). The contract will be executed on a Non-Judicial stamp paper or form to be affixed with specific adhesive stamps or franking or by way of e-Stamping of the requisite value (i.e. Rs 100/-)

ii) If opting for 1 year / 2 year / 3 years Management Training under any company or body corporate :

a) Scanned copy of ST-10 Form duly filled & signed by the student (format can be downloaded from [click here](#))

b) Scanned copy of the appointment letter / confirmation letter issued by the company or body corporate, mentioning that the company is ready to take the student as trainee w.e.f. from ... date for the period of ... years.

Upload the duly filled, signed and scanned all desired documents into one single file and upload the same here in .jpg format.

Upload Attachment

Remove File

Commence Date (mm/dd/yyyy)

Cancel

10. Click on submit button.