

## Examination

1. Examination is conducted twice a year in June and December

2. **Examination fee**

Foundation Programme -Rs. 1200/-

Executive Programme - Rs. 1200/- per Module

Professional Programme -Rs. 1200/- per Module

### **Last date for submission of application for appearing in the examination**

**25th March (with late fee of Rs. 250/- till 9th April)**

**25th September (with late fee of Rs. 250/- till 10th October)**

### **Medium of Examination**

The Institute allows facility to students to appear in examination in English as well as in Hindi. (Except Business Communication subject of Foundation Program)

### **Qualifying Marks**

A candidate is declared to have passed the Foundation / Executive / Professional examination, if he/she secures at one sitting a minimum of **40% marks in each paper and 50% marks in the aggregate of all subjects.**

### **Time limit for completing CS Examination**

A student is required to complete the Executive and the Professional examination within the registration period. However, on payment of requisite fees the validity of registration may be renewed / extended for further period subject to fulfilling the applicable guidelines.

## **MODIFIED TRAINING STRUCTURE FOR THE STUDENTS OF COMPANY SECRETARYSHIP COURSE EFFECTIVE FROM 01ST APRIL, 2014**

The Council, with the approval of Central Government and after following the due process, is publishing a Notification no. 710/1(M)/1 (1410GI/14) dated 01st April, 2014 in the Gazette of India, Part III, Section 4 (Extraordinary). The Notification has amended the Company Secretaries Regulations, 1982 to modify the training structure for the students of Company Secretaryship course. The modified training structure shall be applicable to:-

- (i) a student registered to the Executive Programme on or after 1st April 2014; and
- (ii) a student registered to the Executive Programme on or before 31st March 2014, if (s)he opts for the modified training structure in lieu of the earlier structure. The brief details of the earlier training structure and the modified training structure is as under:

<b>Components of Training</b>	<b>Earlier Training Structure</b>	<b>Modified Training Structure</b>
Computer Training	Seventy hours	Not Applicable
Student Induction Programme	Seven days	Not Applicable
Executive Development Programme	Eight days	Not Applicable
Long Terms Internship with specified entities	Fifteen months (After passing Executive Programme)	<b>Three years on registration to Executive Programme;</b> or <b>Two years after passing the Executive Programme;</b> or <b>One year after passing the Professional Programme.</b>
Professional Development Programme	Twenty-five hours	Not Applicable
Training with specialised agency	Fifteen days	Not Applicable
Management Skills Orientation Programme	Fifteen days	Fifteen days