



# **SCHEME FOR ENGAGING TRAINEES UNDER PROVISIONS OF THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, INSTITUTE OF COMPANY SECRETARIES OF INDIA, INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA & INSTITUTE OF COSTS & WORKS ACCOUNTANT OF INDIA**

## **Scheme for engaging Trainees from**

- (a). Institute of Company Secretaries of India
- (b). Institute of Chartered Accountants of India
- (c). Institute of Costs & Works Accountant of India

### **1.0 Objective**

Imparting Industrial/ Practical/ Apprenticeship training for short duration to selected students from ICAI, ICWAI & ICSI.

### **2.0 Selection of Trainees**

The number of students to be selected will be decided on the basis of requirement forwarded by Head (Finance & Account)/Head (CS) from time to time with the approval of the Functional Director.

The Selection Committee shall comprise of three members headed by an Officer of the level of not below the level of AGM, Representative of P&A/HRD not less than the level of DGM/AGM and Member not less than the level of DGM/AGM from Finance/ Head (CS). The recommendations of the Selection Committee shall be approved by the Director (Personnel).

### **3.0 Place of Training**

The place of training will be at THDCIL Corporate Office or any of its other locations.

### **4.0 Working Hours and Holidays**

The trainees will observe normal Office Timings and will be entitled to weekly offs and Holidays as applicable to THDCIL employees.

In case they are required to attend the office on holidays/weekly offs/beyond office hours due to office exigencies they will not be entitled to any compensation, whether monetary or otherwise in lieu thereof.



## **5.0 Leave**

The trainees will be entitled to leave as admissible under the Rules of the Corporation for Departmental Trainees/Apprentices.

The trainees would be entitled for leave in excess of the above to a maximum period of 2 months without stipend for the purpose of attending examinations.

## **6.0 TA rules**

For any tours undertaken during the period of training, the trainees shall be governed by THDCIL TA rules as applicable to the E-2 grade employees.

## **7.0 Stipend**

The trainee will be eligible for a consolidated monthly stipend of Rs.15,000/- or as amended from time to time. They will not be eligible for any other financial benefits over and above consolidated monthly stipend.

## **8.0 Accommodation**

On request, THDCIL may consider accommodation subject to availability.

## **9.0 Right of employment**

Engagement of trainees through the above arrangement does not confer him the Right to Employment in THDCIL on completion of training being a part of course curriculum.

## **General**

Application of the above shall be in conformity with the guidelines of respective Institutes issued from time to time.

Doubts regarding interpretation or application of these rules including clarifying issues not specifically covered above, the decision of the Director (Personnel) shall be final.