

Announcement for Campus Placement Programme for Newly Qualified Chartered Accountants August-September,2016

The Committee for Professional Accountants in Business & Industry (**CPABI**) of The Institute of Chartered Accountants of India (ICAI) takes care of the interest of the members who are in industry and organizes Campus Placement Programmes for Chartered Accountants. The CPABI is pleased to announce the next Campus Placement Programme for Newly Qualified Chartered Accountants during August-September, 2016. This programme would provide an opportunity to the employers to interact with newly qualified Chartered Accountants, peruse their particulars and recruit the suitable one(s) in their organizations. An organisation and firms of Chartered Accountants may participate at one or more centres and recruit Chartered Accountants.

The organisations intending to recruit Newly Qualified Chartered Accountants through the scheme given below are requested to get in touch with the Committee for Professional Accountants in Business & Industry Secretariat, Tel. No. (011) 30110491/548/526/549 E-Mail- campus@icai.in, placements@icai.in : Fax- +91(11) 30110583 or log on to <http://placement.icai.org/> or <http://www.icai.org/>.

CA. G. Sekar,
Chairman, CPABI

Advantages of Participating in the Campus Placement Programme of CPABI of ICAI

- a) The CPABI of ICAI organizes Campus Placement Programmes at 22 centres across the country in a corporate environment and the pre process of interview is **fully system driven** through placement portal <http://placement.icai.org>.
- b) It is a **One Stop solution** for the recruiters to recruit the newly qualified Chartered Accountants for their organisations and carries the advantage of being a **unitary platform** for the recruitment of the young Chartered Accountants.
- c) It is a **Cost effective mode** with significantly **shorter recruitment cycles**, for the corporates for recruiting young Chartered Accountants together with an improved quality of recruitment process.
- d) Another advantage of Campus Placement is that, immediately after declaration of the CA final results, ICAI holds the Campus Placement Programme which reduces the time for an organisation to pick the candidates according to their need.
- e) The arrangements for the conduct of the entire process at all the centres are made by CPABI of ICAI.

Schedule for Campus Interview August-September, 2016

Starting and Closing Date for filling up initial details for validation of data of candidates: 7th July, 2016 to 25th July, 2016

(For Candidate who have qualified in (i) Nov 2015 (ii) May 2015 or (iii) whose results were declared in revaluation/re verification after 20th February, 2016 and all covered in (i) and (ii) completing their articleship and GMCS between 01st May, 2016 and 31st October, 2016 <http://placement.icai.org/article.asp>

Smaller centres: Baroda, Bhubaneswar, Chandigarh, Coimbatore, Durgapur, Ernakulam, Indore, Kanpur, Ludhiana, Nagpur, Navi Mumbai, Thane & Vasai

Bigger centres: Ahmedabad, Bangalore, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi and Pune

1st Round of registration of candidates (submission of form) for May, 2016 CA Final qualified (and others as mentioned above): 25th July to 2nd August 2016 (Upto 5:00 PM) http://placement.icai.org/new_cand.asp?typeofcandidate=F

Last date of 2nd round Registration of candidates for Bigger centres only (covered under S No 4,5 & 6 in table given below): 11th August, 2016 (Upto 05:00 PM).

For the candidates who have missed the registration in First round and the candidates can opt only for bigger centre in the Second Round.

Submission and Updation of bigger centre choice: 26th August – 27th August, 2016 (Upto 11.P.M)

- a) The candidates who would opt for the smaller centre as first choice and bigger centre as their second choice would be mandatorily required to revalidate their form and Second Choice centre during 26th August – 27th August, 2016 (Upto 11:00 P.M) to receive their Centre Code for bigger centre(i.e DEL-etc.).
- b) The candidates who would opt to appear at only One Bigger centre shall also be required mandatorily to update/revalidate the choice of centre during 26th August – 27th August, 2016 (Upto 11:00 P.M) to receive their Centre Code for bigger centre(i.e DEL-.) The same shall be mandatory for the inclusion of their database with the bigger centres. After the said

Campus Interview Schedule

No.	Centre	Dates
1.	Ludhiana	17th August, 2016
2.	Baroda, Durgapur, Ernakulam, Kanpur, Nagpur & Vasai	19th – 20th August, 2016
3.	Bhubaneswar, Chandigarh, Coimbatore, Indore, Navi Mumbai & Thane	22th – 23th August, 2016
4.	New Delhi & Mumbai	19th, 20th, 21st, 22nd, 23rd & 24th September, 2016
5.	Bangalore, Chennai & Kolkata	20th, 21st, 22nd, 23rd & 24th September, 2016
6.	Ahmedabad, Hyderabad, Jaipur & Pune	21st, 22nd, 23rd & 24th September, 2016

Candidates opting for centres like **smaller centres** shall fill in their **second choice Online** from the **Bigger centres** on placement portal <http://placement.icai.org> during 26th – 27th August, 2016 (Upto 5:00 P.M.)

Centre	Maximum No. of companies in any single day	Last Date of Registration (for Companies) #	Last Date of Short listing by Companies (Ist Round)*	Consent sending by Candidates (Ist Round)*	Date of Short listing by Companies (IInd Round)*	Consent sending by Candidates (IInd Round)#	Pre-placement Talk (PPT)
Baroda, Durgapur, Ernakulam, Kanpur, Ludhiana, Nagpur & Vasai	4	29th July, 2016	9th August, 2016	10th August, 2016	11th August, 2016	12th August, 2016	No PPT
Bhubaneswar, Chandigarh, Coimbatore, Indore, Navi Mumbai & Thane	5	29th July, 2016	10th August, 2016	11th August, 2016	12th August, 2016	13th August, 2016	No PPT
Chennai, New Delhi & Mumbai	6	22nd August, 2016	5th September, 2016	6th –7th – 8th September, 2016	9th September, 2016	10th September, 2016	16th September, 2016
Bangalore	6	22nd August, 2016	5th September, 2016	6th –7th – 8th September, 2016	9th September, 2016	10th September, 2016	16th September, 2016
Ahmedabad, Hyderabad, Kolkata Jaipur & Pune	6	22nd August, 2016	5th September, 2016	6th –7th – 8th September, 2016	9th September, 2016	10th September, 2016	19th September, 2016

Opening of database for Companies at S No. 1, 2 & 3: 4th August, 2016

Opening of database for Companies at S No. 4, 5 & 6: 29th August, 2016

* The process needs to be completed latest by 11:00 PM

The process needs to be completed latest by 05:00 PM

Orientation Programme: The schedule at various centres:

S No	Centre	Date of the Orientation Programme
1	Ludhiana	16th August, 2016
2	Baroda, Durgapur, Ernakulam, Kanpur, Nagpur & Vasai	17th August, 2016
3	Bhubaneswar, Chandigarh, Coimbatore, Indore, Navi Mumbai & Thane	20 th August, 2016

4	New Delhi	15th September, 2016
5	Kolkata	14th September, 2016
6	Bangalore	17th September, 2016
7	Mumbai	18th September, 2016
8	Chennai	19th September, 2016
9	Ahmedabad, Hyderabad, Jaipur & Pune	20th September, 2016

Norms for Allotment of Day Slots for participating in the Campus Interviews August-September, 2016:

Centre*	Priority 1	Priority 2
Bangalore, Chennai, Kolkata, Mumbai & New Delhi	Day Premier	Companies Paying CTC of Rs. 9 Lacs Per Annum & above (INR) for domestic Posting or USD 60,000 Per Annum and above for International Posting to all the candidates.
	Day 1	Companies Paying CTC of Rs. 7 lacs Per Annum & above to all the candidates.
	Day 2	Companies Paying CTC of Rs. 6 lacs Per Annum & above to all the candidates.
	Day 3	Companies Paying CTC of Rs. 5 lacs Per Annum & above to all the candidates.
	\$Day 4	Companies Paying CTC of Rs. 4.5 lacs Per Annum & above to all the candidates
	#Day Onwards	5 First come First Served Basis (Subject to fulfilling the minimum CTC criteria)
Ahmedabad, Hyderabad, Jaipur & Pune	Day 1	Companies Paying CTC of Rs. 5 lacs Per Annum & above to all the candidates
	Day 2 Onwards	First come First Served Basis (Subject to fulfilling the minimum CTC criteria)
Baroda, Bhubaneswar, Chandigarh, Coimbatore, Durgapur, Ernakulam, Indore, Kanpur, Ludhiana, Nagpur, Navi Mumbai, Thane & Vasai	On First Come First Served Basis (Subject to fulfilling the minimum CTC criteria)	

*Companies participating should give minimum salary to all the candidates selected as mentioned in priority table. All the above priorities are based on **First Come First Served Basis**. Definition of CTC is given at <http://placement.ica.org> .

\$ For Bangalore, Chennai and Kolkata First come First Served Basis subject to fulfilling the minimum CTC criteria of Rs.4.00 lacs for Corporate and Rs 3.00 lacs for CA Firms .

Note: CTC* means cost to company. It is the total cost that an Organisation is spending towards their employees which includes **Salary details** like Basic salary, House Rent Allowance, Company Leased Accommodation, Daily Allowance, City Compensatory Allowance, Special Allowance, Conveyance Allowance, Lunch Allowance, Entertainment Allowance, Books/Periodicals Allowance, Education Allowance, House Maintenance Allowance, Furnishing Allowance, Dress/Uniform Allowance, Other allowances; **Benefits/Perks/Reimbursements** like Value of company car, Car subsidy (or equivalent tax savings), Driver's salary, Maintenance and Petrol Expenses, Leave Travel Allowance, Canteen Subsidy, Telephone Expenses, Mobile Phone, Club Membership, Electricity/Gas, Servant/Gardener, Credit Cards, Furnishings/Durables, Holiday facilities, Medical reimbursements, Medical insurance, Personal Accident Scheme, other benefits; **Retirals** like Provident fund, Superannuation fund, Gratuity; **Bonus** like Fixed Bonus, Productivity linked Variable Bonus, Any other performance oriented incentive including Stock Option Plan and; **Soft Loans** like Interest subsidy, etc.

The tariffs for Campus Interviews to be held in August-September, 2016

I) For the Corporates*:

Participation at		Fee per centre per day(INR)								
		Day Premier	Day 1	Day 2	Day 3	Day 4	Subsequent Day			
a.	Mumbai and New Delhi	6,00,000	5,00,000	3,50,000	2,50,000	1,25,000	75,000			
b.	Bangalore, Chennai, & Kolkata	4,00,000	2,00,000	1,50,000	1,00,000	75,000	NA			
c.	Ahmedabad, Hyderabad, Jaipur & Pune	NA	2,00,000	1,50,000	1,00,000	75,000	NA			
d.	Bhubaneswar, Chandigarh, Coimbatore, Indore, Navi Mumbai & Thane	NA	70,000	50,000	NA					
e.	Baroda, Durgapur, Ernakulam, Kanpur, Nagpur & Vasai	NA	25,000	20,000						
f.	Ludhiana	NA	25,000	NA						
g.	Fee payable for holding written test prior to the conduct of campus interviews	75,000 for Mumbai and New Delhi 50,000 for Bangalore, Chennai and Kolkata 30,000 for Ahmedabad, Hyderabad, Jaipur and Pune 20,000 for other centres								
h.	Conducting of online psychometric test only on the day of written test	50,000/- Per Centre								

*Plus service tax @15% as applicable

II) For the Firm of Chartered Accountants (more than ten partners)

Participation at		Fee per centre per day(INR)					
		Day Premier	Day 1	Day 2	Day 3	Day 4	Subsequent Day
a.	Mumbai & New Delhi	6,00,000	5,00,000	3,50,000	2,50,000	100000	40000
b.	Bangalore, Chennai & Kolkata	4,00,000	2,00,000	1,50,000	1,00,000	40000	NA

c.	Ahmedabad, Hyderabad, Jaipur & Pune	NA	2,00,000	1,1,50,000	1,00,000	40000	NA
d.	Bhubaneswar, Chandigarh, Coimbatore, Indore, Navi Mumbai & Thane	NA	70,000	50,000			
e.	Baroda, Durgapur, Ernakulam, Kanpur, Nagpur & Vasai	NA	25,000	20,000			NA
f.	Ludhiana	NA	25,000	NA			
g.	Fee payable for holding written test prior to the conduct of campus interviews		75,000 for Mumbai and New Delhi 50,000 for Bangalore, Chennai and Kolkata 30,000 for Ahmedabad, Hyderabad, Jaipur and Pune 20,000 for other centres				
h.	Conducting of online psychometric test only on the day of written test		50,000/- Per Centre				

*Plus service tax @15% applicable

III) For the Firm of Chartered Accountants (upto ten partners)

- a) Rs 50,000/- plus service tax per centre on the second last day of bigger centres.
- b) Rs 20,000/- plus service tax per centre on the last day of interviews at any centre.
- c) For other days fee will be applicable as for Firm of Chartered Accountants (more than ten partners).

The recruiting entities participating at one or more Bigger centres comprising of One or more smaller centre would be provided a concession to participate at the smaller centres which shall be @10 % on the participation fees at second smaller centre onwards at the minimum fee.

Payment Terms: Participation fee shall be payable by way of Cheque / Demand Draft in favour of 'The Secretary, The Institute of Chartered Accountants of India' payable at New Delhi and should be sent to **Secretary, CPABI, The Institute of Chartered Accountants of India, ICAI BHAWAN, Indraprastha Marg, New Delhi-110 002** via courier/speed post so as to reach on or before the **Last date of registration for companies at respective centres**. Also payment may be submitted to any of campus interviews centres in case of delivering the fee by hand/in person.

Kindly also note that the PAN No. of Institute is **AAAAT7798M** and Service Tax Registration No. is **AAAAT7798MST003 (DL-IV/ST/MP/R-II/1530/ICA/2006)**.

The payment may also be made through Net Banking, the details are as follows :

Beneficiary Name	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
Beneficiary address	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA 'ICAI Bhawan', Indraprastha Marg, New Delhi- 110002
Bank Account no.	055010100242608
Bank Name	Axis Bank
Branch address	A-13, Swasthya Vihar, Vikas Marg, New Delhi- 110092
Account Type	saving
IFSC Code	UTIB0000055

Indicative guidelines and Procedure for Companies:

1. STEPS FOR REGISTRATION FOR RECRUITING ENTITIES FOR CAMPUS INTERVIEWS

Step1:

- A) Visit <http://placement.icai.org/> .
- B) Under the head "Company" first fill up the form as a New User and fill up some preliminary details and create a User Name and Password (If already registered may use the same User Name and Password to login and then need to

again fill up the Proforma & Payment Form for the Campus Placement Programme August-September, 2016.)

- C) Login as a Registered User.
- D) Click on Campus Interview and fill up the Form Proforma and Payment to get centre wise Day Slots based on norms of Priority and availability.

Step 2:

After the allotment of day slots, the organisation is required to remit the participation fees accordingly.

Step 3:

On the completion of online registration and the receipt of the participation fees the CPABI Secretariat would provide the online access to the database of the candidates for short listing.

Step 4:

The entity is required to do the online short listing of the candidates within the specified time frame for the respective centres as per the schedule of Placement Programme.

2. DISCLOSURE OF INFORMATION REQUIRED FROM RECRUITING ENTITIES

The recruiting entities need to specify the following clearly in Proforma:

- ❖ Centre wise indicative figure of the recruitments aimed to be made so that they may shortlist the candidates centre-wise accordingly.
- ❖ **Job profile with description + responsibilities + preferable place of posting in Department and City.** e.g If a company 'Y' has posted 50 vacancies on portal for Corporate Banking, then the break-up of positions should be mentioned as Credit Manager-20, Relationship manager – 10, Global Investment Banking – 20 etc.
- ❖ **Geographical location & no. of positions of placement centre- wise: It will be visible in the candidate's login that at which other centres the recruiting entity is participating other than the centre, from where the candidate has registered for the campus interviews.**
- ❖ The timing of the shift i.e, US, UK or India.
- ❖ Age limit, if any.
- ❖ Reservation Status i.e How many vacancies exist for General/OBC/SC/ST/PH candidates.
- ❖ If there is any cut off for percentage of Marks/Attempt in CPT/IPCC/Final/Graduation/Post Graduation.
- ❖ The recruiting entity should also inform the process of recruitment i.e, whether the recruiting entity will hold Group Discussion/ Written Test/Psychometric Test /Personal Interviews.
- ❖ The Breakup of the CTC and the Min Take Home Salary to be paid.
- ❖ Timings of the Shifts/Flexible Timings for the female candidates.
- ❖ The recruiting entities, if felt necessary, may ask for filling up of any type of bond for joining their organisation. If any recruiting entity requires bond with the candidates, then they must specify the:
 - a. Period of the Bond.
 - b. The Amount of the Bond.

3. SHORTLISTING PROCESS OF THE RECRUITING ENTITIES

- ❖ Companies shall short list the candidates in two rounds. After the first round of short listing, companies can see the database of the candidates who have not been shortlisted for and shortlist the remaining Candidates in the second round.
- ❖ Companies shall mark the shortlist of the candidates online within the last date of short listing at the respective centres.
- ❖ Access to the database of the candidates shall be allowed by the CPABI Secretariat only after the receipt of participation fee. Fee is chargeable in case a recruiting organisation withdraws after confirming the participation and the data access has been given.
- ❖ The various dates by which the companies have to submit their shortlists and the schedule of the interviews are also available on <http://placement.icai.org>.
- ❖ Short listing by individual recruiting entities should be restricted to maximum **15 times** of the number of vacancies in that particular organisation, which are expected to be filled up from a particular Campus Placement Programme centre.
- ❖ Candidates shall also be able to view the shortlists online.
- ❖ The entities participating on the last day of the event should also take into consideration that some meritorious candidates may also remain available on the last days of the event also as all the candidates shortlisted by the entities .

4. MINIMUM PACKAGE TO BE OFFERED BY RECRUITING ENTITIES

The Minimum CTC for the recruiting entities for Campus Placement Programme August-September, 2016 as follows.

- i) CA Firms employing candidates – Rs.3.00 lacs
- ii) Any other Company employing candidates – Rs.4.00 lacs

5. INFRASTRUCTURE AND OTHER FACILITIES PROVIDED TO RECRUITING ENTITIES

- ❖ The timing for the Interviews at all days shall be from **10 A.M to 6 P.M.**
- ❖ The recruiting entity will be provided one room for the conduct of the interview process.
- ❖ If the entity requires more than the space stipulated, extra room(s) can be provided subject to the availability of space and such terms shall be discussed in advance. Also, the same shall also be on a chargeable basis.
- ❖ The Institute of Chartered Accountants of India shall provide working lunch to all candidates and lunch to all the representatives of the companies.

6. PRE-PLACEMENT TALK, WRITTEN TEST AND GROUP DISCUSSION BY RECRUITING ENTITIES

- ❖ Face to Face Pre Placement Talk would be conducted by the recruiting entities after the candidates consents (Both Rounds) before the Written Test at the metro centres only. Pre Placement Talk (Soft Copy format) of the companies shall also be made available on the Placement Portal <http://placement.icai.org> for the information of the Newly Qualified Chartered Accountants. It shall be made automated and data will be taken directly from Proforma filled in by recruiting entities, so as to make this process standardized.
- ❖ It is advisable for the recruiting entities to conduct their Pre Placement Talk for the candidates as per the specified schedule. **Also, attending the Pre Placement Talk of the recruiting entities shall be mandatory for the shortlisted candidates.**
- ❖ Written Test, if any, shall be conducted by the companies only before the start of the Campus Placement Programme at a particular centre on a given date.
- ❖ At the time of interview, companies may consider to have in the Interview Board a representative from technical side and a representative from HR side and decisions on the selection should be communicated to the candidates on the same day.
- ❖ Companies should not interact directly with candidates for collecting hardcopies of Bio- Data etc.
- ❖ Correspondence with the recruiting entities/ candidates shall be done by CPABI of ICAI via E-mail only.
- ❖ Final list of candidates appearing for interview will be available online on Placement Portal <http://placement.icai.org> one day after consent date by candidate at respective centres.

7. OTHER IMPORTANT INFORMATION

- ❖ A Candidate can appear for only **Four** interviews irrespective of the fact that he/she is shortlisted by several organisation but the moment he/she is offered job by any organisation and it is accepted by him/her in writing then the candidates will not be permitted to attend the rest of the campus interviews.
- ❖ The candidates who would opt for the smaller centre as first choice and bigger centre as their second choice would be mandatorily required to revalidate their form and Second Choice centre during 26th August – 27th August, 2016(Upto 11:00 P.M) to receive their Centre Code for bigger centre(i.e DEL-etc)
- ❖ The candidates who would opt to appear at only One Bigger centre shall also be required mandatorily to update/revalidate the choice of centre during 26th August – 27th August, 2016 (Upto 11:00 P.M) to receive their Centre Code for bigger centre(i.e DEL-etc) The same shall be mandatory for the inclusion of their database with the bigger centres. **After the said period, no email /phone call or any other communication shall be entertained in this regard.**
- ❖ If any recruiting entity from smaller centres does not select the candidates or candidates does not accept the offer, their database would be merged with the centre of their second choice from the bigger centres. Also these candidates would be given **Four** fresh chances to select recruiting entity at second choice Centre.
- ❖ List of selected candidates should be announced on the same day of Interview. **Recruiting entities** participating in Campus Placement Programme August-September, 2016 **shall have to mandatorily give offer letter to the selected candidates in writing on the same day of interview itself.**
- ❖ Once a recruiting entity has selected any candidate and the offer is accepted by the candidate, it is the responsibility of the recruiting entity to inform the organizers and provide the offer letter duly signed by them to the candidate who had accepted the offer.
- ❖ **Consideration of the lowest CTC for allotting the Day Slot/slot priority:** If companies are giving two different pay packages to different categories such as rank holders and non rank holders , the lower amount paid to the candidates shall be taken into consideration for granting the day slots e.g If a co " X" mentions the CTC to be 8 lacs for the rank holders and Rs 5.6 Lacs to other candidates then the Rs 5.6 Lacs CTC would be considered for allotting the days.

Important Feature in Campus Placement Programme : Two round of shortlisting by companies: At each of the centre, the recruiting entities may shortlist twice.

Step 1:

After first round of shortlisting by recruiting entities, the candidates shortlisted would mark their consent online.

Step 2:

First round of consent date will be closed and now recruiting entity can see and shortlist the remaining candidates from that particular centre and following data will be visible to recruiting entity for shortlist.

- a. candidate who have not been shortlisted by any recruiting entity till now
- b. candidate shortlisted but have not given consent to any recruiting entity
- c. candidate has given consent to 1-2 recruiting entities only till now

Step 3:

Again the candidates shortlisted in second round can give their online consent.

Step 4 :

Also second round shortlisting will be restricted to 15 times of the total vacancies ie (previous consent + new shortlisting total =vacancy \times 15 times).

Indicative guidelines for Candidates:

1. A Non Refundable Registration fee amounting to Rs 250/- + service tax @ 15% i.e. 287.50/- shall be charged from the candidates who wish to apply for the Campus Placement Programme August-September, 2016.
2. A candidate can appear for only **Four** interviews irrespective of the fact that he/she is short listed by several organisation but at the moment he is offered job by any organisation and is accepted by him/her in writing then the candidate will not be permitted to attend the rest of the campus interviews.
3. **Eligibility for appearing in Campus Placement Programme to be held in August-September, 2016.**

The candidates who fulfil the following criteria are eligible to appear in the Campus Placement Programme to be held in **August-September, 2016**:

	Clearance of Final Examination of Chartered Accountancy Course	Completion of Articleship/GMCS Course	Submission of Application for ICAI Membership*
1	May, 2016	Completing their articleship and GMCS latest by 31 st October, 2016	15 th November , 2016
2	Nov 2015, May 2015 or whose CA Final results were declared in revaluation/re verification after 19 th February, 2016.	Completing their articleship or GMCS between 1 st May 2016, and 31 st October, 2016 and have not applied in earlier Campus Placement Programme.	

*While attending the Orientation Programme/Campus Interviews candidates should either carry the relevant proof of applying for the membership of the Institute or should submit a written declaration that they would apply for the membership by dates as mentioned above.

In the cases where the candidates clearing their CA Final Examination in May, 2016 and have completed their Articleship and GMCS by 31st October 2016 but have not attained the age of 21 years shall not be eligible to participate in the Campus Placement Programme August-September, 2016. However, on providing an undertaking that they shall be obtaining the Membership of the Institute immediately on attaining the requisite age, the candidate may be permitted by the CPAB Secretariat, on request through mail.

4. Attending of Orientation programme & Pre-Placement talk is mandatory for the shortlisted candidates. The shortlisted candidates should ensure attending to the interviews of all those companies who shortlisted him/her and he/she gave consent.
5. **Dress Code** as prescribed and approved by the Council for the Members of ICAI has been made mandatory for attending the Campus Placement Programme **August-September, 2016**. Kindly visit <http://placement.icai.org/imgs/recommend.pdf>.
6. Candidates opting for bigger centres may update their bio data online on Placement Portal <http://placement.icai.org> during 26th August – 27th August, 2016 (Upto 11:00 P.M) and would be required to necessarily update their choice of bigger centres during this period to receive their Centre Code for the bigger centre, otherwise their database would not be merged with the bigger centre of their choice for shortlisting.
7. If any recruiting entity from smaller centres does not select the candidate or candidate does not accept the offer, their database would be merged (after updating the form within the date of re-submission) with the centre of their second choice from the bigger centres. Also these candidates would be given **Four** fresh chances to give consent to entities which would shortlist them at second choice centre.
8. Once finally selected by any recruiting entity and accepting the offer by signing the offer letter, the candidate cannot appear for any other interview or accept job from the recruiting organisation that have interviewed him/her earlier. Once the offer letter is signed by the candidate, it becomes his/her responsibility to honour that commitment. In other words, **candidates are to be serious in ensuring that because of any delay in honouring to any offer, on his/her part, should not cause opportunity loss to other(s) or create inconvenience to companies.**
9. The last dates for filling up online application forms for the candidates, shortlisting details, consents for appearing in the interviews of the various recruiting organizations will be as per the details given on <http://placement.icai.org>.
10. The shortlisted candidates from the respective companies are required to go through the Online Presentations hosted by the recruiting companies in their login which would provide them details regarding the Job Profile, Place of Posting offered etc.

Important Feature in Campus Placement Programme: Two round of shortlisting by companies: At each of the centre, the recruiting entities companies may shortlist twice.

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After first round of shortlisting by companies, the shortlisted candidates would mark their consent online.

Step 2:

First round of consent date will be closed and now recruiting entity can see and shortlist the remaining candidates from that particular centre and following data will be visible to recruiting entity for shortlist.

- a. candidate who have not been shortlisted by any recruiting entity till now
- b. candidate shortlisted but have not given consent to any recruiting entity
- c. candidate has given consent to 1-2 recruiting entities only till now

Step 3: <http://abcaus.in>

Again the candidates shortlisted in second round can give their online consent.

Step 4 :

Second round shortlisting will be restricted to 15 times of the total vacancies ie (previous consent + new shortlisting total =vacancy \times 15 times).

Candidates who will unable to give their consent in first round of shortlisting cannot give consent after start date of IIInd round of shortlisting.

11. The Submission of the form for the programme would be complete only after making the online payment of Rs 250/- + service tax @ 15% i.e. 287.50/- after clicking the Submit button once the Registration Form will be completed.

- After completing the profile at <http://placement.icai.org> at the time of submission of form it will take the candidate to payment gateway to make the online payment.
- After confirmation of payment receipt at our end candidate would be allotted a centre code by CPABI of ICAI.

12. Candidate can update their consent within consent date any number of times i. e they can delete/change their consent already marked within the designated last date for giving the online consent.

Pre-Placement Talk(PPT):

- It has been decided to reintroduce the Face to face Pre Placement Talk (PPT) to be conducted by the recruiting organizations after the candidates Consents(Both Rounds)before the Written Test at the bigger centres only. Also the existing practice of hosting of PPT by the recruiting entities online in their login on <http://placement.icai.org> which is visible in the candidates login also for their information shall continue.
- Attending of PPT at the bigger centres by the shortlisted candidate would be mandatory.

Guidelines for the Orientation Programme:

- Attending the Orientation Programme shall be mandatory for the shortlisted candidates.
- The shortlisted candidates already attended the orientation program at the smaller centres is advisable not to attend the orientation program at bigger/metro centres after the merger of the database with the second centre of their choice.
- If the candidates has opted only for one centre which is a bigger centre for interview the shortlisted candidates is advisable to attend the orientation program at any one of the bigger centres only.

ADVICES TO THE CANDIDATES

- Where the candidates have qualified in May, 2016 final examination but their articleship and/or GMCS is not completing on **31st October, 2016** they shall be permitted to appear in the Campus Placement Programme to be held in **February-March, 2017**.
- Organisations participating in the Campus Placement Programme prefer that the **candidates selected by them should be ready to join the organisations immediately and should not claim that their GMCS / Articleship is pending and requires more time to join.**
- Candidates should not select a Campus Interview Centre which is far away from their place of residence because companies at chosen centre may decide the posting location of the candidate presuming that they belong to that particular Campus Interview Centre area.(In other words such candidate may face problem relating to location of the posting).
- It is also **advised** to the candidates that they should opt the same Centre for the Orientation Programme and the Campus Interviews as in the above schedule.
- Before applying for Campus Placement programme kindly make sure that you are in genuine need of a Job.** Please keep in mind that any delay or refusal, after being selected or accepting any offer, may cause job loss to other needy candidates.

Steps for submission of online form for candidate on <http://placement.icai.org/> for campus interviews**Category 1: Candidates who have qualified CA final in May, 2016 examination and are eligible.**

Step 1: Initial registration: click on http://placement.icai.org/new_cand.asp?typeofcandidate=F and generate your password after filling up the initial registration details.

Step 2: click on http://placement.icai.org/ca_login.asp?typeofcandidate=F and logged in by giving your CA final roll number as user name and password which you have chosen earlier .Fill the registration form which is divided into six parts.

Step 3: Submit your form and make the online payment.

Step 4: After which you will receive a centre code like DEL-..,MUM-..etc that means you have successfully completed initial steps.

Step 5: After the successful completion of registration, candidates should take the print out of the Print Profile and the Photo Identity Card which they are required to mandatorily carry while visiting for the Orientation programme and Campus Interviews.

Category 2: Candidates who have qualified CA final before May, 2016 examination and are eligible.

Step 1: : Preliminary registration: Click on a separate link given on home page of <http://placement.icai.org/> for candidates **who have qualified CA final before May, 2016 examination** and fill the details asked for to verify the credentials.

Step 2: You will receive an email and also announcement will be hosted on website confirming the status with new roll number.

Step 3: Initial registration: Click on http://placement.icai.org/new_cand.asp?typeofcandidate=F and generate your password by filling new roll number received via email from CPABI Secretariat.

Step 4: Click on http://placement.icai.org/ca_login.asp?typeofcandidate=F and logged in by giving your CA final roll number as user name and password which you have chosen earlier .Fill the registration form which is divided into six parts.

Step 5: Submit your form and make the online payment.

Step 6: After which you will receive a centre code like DEL-..MUM-..etc that means you have successfully completed initial steps.

Step 7: After the successful completion of registration, candidates should take the print out of the Print Profile and the Photo Identity Card which they are required to mandatorily carry while visiting for the Orientation programme and Campus Interviews.

Helpline for the queries of candidates: (011) 30110526/548/491/549, campus@icai.in; placements@icai.in

Disclaimer: The CPABI of ICAI reserves the right to change its policy at any point of time as per its discretion.