



**Application for inclusion of name in the Panel of Examiners for the Chartered Accountants Examinations**

**I. PERSONAL DETAILS:**

1. **NAME** (in full and not initials) [in capital letters surname last]

CA./Dr./Mr.																				
/Ms./Prof.																				

AFFIX  
LATEST  
PASSPORT SIZE  
PHOTOGRAPH  
HERE

2. **AGE**   Years      **Date of Birth**         DD        MM         YEAR

3. **PAN NO**

4. **Details for communication:**

<b>RESIDENTIAL ADDRESS: (for correspondence purpose)</b>										<b>PRESENT OCCUPATIONAL ADDRESS WITH DESIGNATION (for records purpose)</b>									
CITY: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> PIN <input type="text"/> <input type="text"/> <input type="text"/>										CITY: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> PIN <input type="text"/> <input type="text"/> <input type="text"/>									
STATE: <input type="text"/>										STATE: <input type="text"/>									
RESIDENTIAL PHONE NO. (WITH STD CODE)					<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					OFFICIAL PHONE NO. (WITH STD CODE)					<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
MOBILE: <input type="text"/>										MOBILE: <input type="text"/>									
E-MAIL: <input type="text"/>										E-MAIL: <input type="text"/>									

**II. DETAILS OF ACADEMIC/PROFESSIONAL QUALIFICATION:**

5. **Professional Membership Details:**

(a)	ACA	M. No.	<input type="text"/>	Date	<input type="text"/>	FCA	Date	<input type="text"/>
(b)	ACS	M. No.	<input type="text"/>	Date	<input type="text"/>	FCS	Date	<input type="text"/>
(c)	AICWA	M. No.	<input type="text"/>	Date	<input type="text"/>	FICWA	Date	<input type="text"/>

6. **Details of Academic/Professional qualifications (including Law, Management, Information Technology etc.,) obtained (in the order of highest qualification):**

Name of the examination passed with division and year of passing			University/Institution	Main/Specialised subjects, if any
Name of Examination	% of Marks / Rank awarded, if any	Year of passing		
LLB				
LLM				
M.B.A				
Phd				
INFORMATION TECHNOLOGY				
DISA/DIRM/ITL&WTO				
OTHERS:				

**III. DETAILS OF EMPLOYMENT/PRACTICE:**

7. Length of experience (in years)	PRACTICE	SERVICE	TEACHING
	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Area of Professional Practice and specialization	<input type="text"/>
	<input type="text"/>

9. **Particulars of employment (in descending order starting with present/last employment)**

Name of Organisation	From	To	Designation	Nature of duties

10. If you have taken/taking classes organized by the Regional Council/Branch of the Institute/Private Institution/Private Group Coaching, please give details (in the past 10 years):

Subject(s)	Level of Examination PCE/IPCE/FINAL	Duration		Institution	
		From	To		

11. Subject wise experience. Please attach a separate sheet, if necessary:

Nature of Assignment	Subject	Standard of Examination	University/Institution	Number of Years/Months	Language (Medium)
Moderator					
Head Examiner					
Question Paper Setter					
Examiner					
Teacher					

12. If you have ever served the Institute of Chartered Accountants of India as Examiner, please give details:

Month and year of Examination (since)	Level of Examination [PE-I/PE-II/PCE/IPCE/Final]	Subject(s)

13. Whether you were removed from the panel of examiners by ICAI at any time? If yes, please provide details:

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14. Details of published work, if any:


15. Proficiency in Language(s) for Valuation of Answer Books [Please tick (v)]

ENGLISH		HINDI		BOTH	
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16. Choice of Subject(s) (maximum two only) in order of your preference (in which you have specialized/practiced/taught) for Empanelment of Examiners: (Refer subjects overleaf)

S.No.	Name of Subject(s)	Examination Inter(IPC)/Final
1		

**IV. OTHER DETAILS:**

17. (i) Is/are any of your relative(s)<sup>#</sup> also an examiner for evaluation of answer book of Chartered Accountants INTERMEDIATE (IPC)/FINAL Examination?

Yes

No

(ii) If yes, kindly provide the details:

S.No.	Name, address, phone no. etc.	Level of Examination INTERMEDIATE(IPC)/FINAL	Subject(s)

18. Please provide two References (mandatory):

Name, address, phone no. etc.		Name, address, phone No. etc.	
i)		ii)	

19. The approximate distance between:

Residence and nearest Speed  
Post Centre (Kms)

Residence and nearest Airport (Kms)

20. Do you have any physical disability which will necessitate your taking the assistance of some other person for evaluating answer books?

Yes

No

**V. DECLARATION:**

I hereby solemnly declare and affirm that:

- i) The particulars stated above are true and correct and nothing has been concealed.
- ii) If I am empanelled, the assignment given will be performed with utmost care deviation and commitment.
- iii) I further affirm that I shall not divulge or part with any document or confidentiality of the examination assignment as may be assigned to me, from time to time, to any one directly or indirectly.
- iv) The examination assignment is confidential and I will communicate with the Examination Department of the Institute only for matters pertaining to me as an examiner and not with any other person/entity.
- v) I will not reveal my identity as an examiner to anybody including through my resume/bio-data sent to any organization.
- vi) I have not been convicted by any Court of law and no proceedings are being contemplated/pending against me either by ICAI or by any other organization both in India and abroad.
- vii) In case my name is included in the panel of examiners and any lapse is found on my part or deviation from the prescribed guidelines/instructions to examiners including non-adherence to the time schedule and unsatisfactory performance, I will be liable to be removed from the panel of Examiners.
- viii) I am not associated with any coaching institutions/in coaching the subjects of CA course.
- ix) If it is found that any material fact is misrepresented, concealed, fraudulent in nature etc., I understand that the same will attract disciplinary action under the law of the land.
- x) My empanelment as an examiner is at the sole discretion of the ICAI and ICAI may withdraw my name from the panel of examiners at any time without assigning any reason.

Place \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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Name : \_\_\_\_\_

**Notes:****Eligibility**

1. Chartered Accountants with a minimum of four years standing in practice or in service are eligible to apply.
2. University Lecturers/Professors with a minimum of five years teaching experience are eligible to apply.
3. MBA (Finance)/Lawyers/IT Professionals and other professionals with at least 5 years experience are eligible to apply.
4. Persons above 60 years of age are not eligible for empanelment as examiner.
5. Persons who are visually impaired or suffer from other physical disability that might necessitate taking the assistance of any other person for evaluation of Answer Books are not eligible to apply.
6. Persons who are undergoing any course of the Institute cannot seek empanelment.
7. Those whose applications were rejected earlier or rested/removed from the panel are not eligible to apply again.

**Documents to be attached**

1. Brief description of nature of work (Professional or Teaching) handled and handling be attached.
2. Copies of Mark sheets/Degree/Passing certificate/COP/ other relevant testimonials must be attached.

**Other Instructions**

1. All columns must be filled in or struck off if not applicable; else such incomplete application will be rejected.
2. The empanelment process would take considerable long time, say 4-6 months and no interim correspondence, in meantime, will be entertained.

**\*Definition of Relative**

“ The term “relative” for the purpose of examination shall include in relation to an individual, the wife, husband, son, daughter, daughter-in-law, grand son, grand daughter, brother, brother’s wife, brother’s son, brother’s daughter, sister, sister’s husband, sister’s son, sister’s daughter, wife’s brother, wife’s sister and husband’s brother and husband’s sister”.

# **SUBJECTS FOR CHARTERED ACCOUNTANTS EXAMINATIONS**

## **INTERMEDIATE (IPC) EXAMINATION**

[Each paper of 100 marks except Paper -7]

Paper 1 to 6 = 100 marks each and Paper – 7 = 50 marks each.

### GROUP – I :

Paper – 1	Accounting
Paper – 2	Business Law, Communication and Ethics
Paper – 3	Cost Accounting and Financial Management
Paper – 4	Taxation

### GROUP – II :

Paper – 5	Advanced Accounting
Paper – 6	Auditing and Assurance
Paper – 7	Section – “A” - Information Technology
	Section – “B” - Strategic Management

## **FINAL EXAMINATION**

[each paper of 100 marks]

### GROUP – I:

Paper – 1	Financial Reporting
Paper – 2	Strategic Financial Management
Paper – 3	Advanced Auditing and Professional Ethics
Paper – 4	Corporate and Allied Laws

### GROUP – II:

Paper – 5	Advanced Management Accounting
Paper – 6	Information Systems Control and Audit
Paper – 7	Direct Tax Laws
Paper – 8	Indirect Tax Laws

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