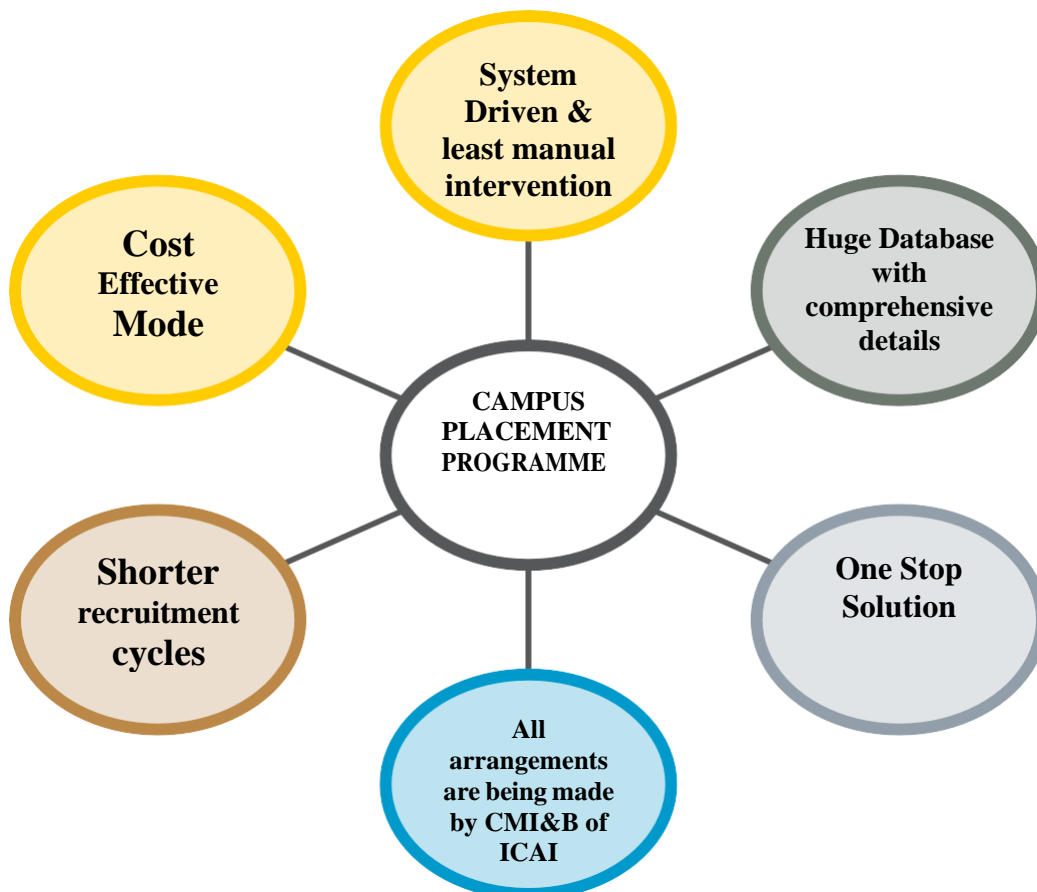


The Institute of Chartered Accountants of India
Committee for Members in Industry & Business
Campus Placement Program
August-September 2024

Frequently asked Queries by the participating recruiting entities

Online Registration on https://cmib.icai.org/campus-signin?user_type=company for participation in Campus Placement Program August-September 2024 is a system driven process. The CMI&B has come up with the answers to a few frequently asked queries by the recruiting entities.

Q1. What benefits are provided by Campus Placement Program to the Recruiting Entities?



Q2. What are the steps to be followed for online registration?


Following steps are to be followed by the Recruiting Entities for the online registration:

STEPS FOR REGISTRATION FOR RECRUITING ENTITIES FOR CAMPUS INTERVIEWS

Visit <https://cmib.icaai.org>




Under the head “Company” first fill up the form as the New User and fill up some preliminary details and create a Username and Password (if already registered may use the same Username and Password to login and then need to again fill up the Proforma and Payment Form for the Campus Placement Programme August-September, 2024).



Login as Registered User



Click on Campus Interview and fill up the Proforma & Payment to get centre wise Day slots based on norms of Priority and availability.



After the Allotment of day slots the organization is required to remit the participation fees accordingly

Q3. What information must be disclosed by the recruiting entities to the ICAI/ Candidates at the time of online registration?

The Recruiting Entities must disclose the following facts at the time of their online registration:

DISCLOSURE OF INFORMATION REQUIRED FROM RECRUITING ENTITIES

The recruiting entities need to specify the following information clearly (on the portal) in Proforma:

- ❖ **Internal Selection criteria:**
 - a. Whether graduation is must
 - b. Number of years to complete CA final exam from the date of registration
 - c. Number of attempts in passing CA Final/inter/CPT/Foundation Course
 - d. Reservation, if any, (UR, OBC, SC, ST, EWS, PH) should be specified on the portal.
 - e. Bond, if any, (period and amount of Bond)
 - f. Any other important point/aspect
- ❖ Recruiting entities opting registration for more than one center should specifically mention the name and contact details of respective recruiting official.
- ❖ Declared vacancies should be mentioned centre wise along with actual place of posting rather than marking PAN India.
- ❖ Medical examination, if any, is to be conducted at the earliest possible so that the candidates who have given consent will not lose any opportunity for attending smaller centre interviews, because of being found unfit.
- ❖ Job profile with description + responsibilities + 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.
- ❖ Besides routine working hours (9:00 AM to 6:00 PM) if there is any shift duty (for BPO/KPO etc.) that should be indicated properly including flexi hours for females, if any.
- ❖ The Breakup of the CTC and the Minimum Take Home Salary to be paid.
- ❖ Importantly, declared vacancies to be filled up in full and in the event of not doing so, justifiable reasons should be furnished.

Q4. What are the norms for the allotment of day slots?

Norms for Allotment of Day Slots

Centre		Priority 1	Priority 2
Ahmedabad, Bengaluru, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi & Pune	Day Premier	Recruiters paying CTC of at least INR 20 lakh per annum for domestic posting or at least USD 100,000 per annum for international posting to all the candidates.	Recruiters who want to recruit at least 15 candidates from each registered center & paying CTC of at least INR 17 lakh per annum to all the candidates.
	Day 1	Recruiters paying CTC of at least INR 14 lakh per annum for domestic posting or at least USD 60,000 per annum for international posting to all the candidates.	Recruiters who want to recruit at least 15 candidates from each registered center & paying CTC of at least INR 12 lakh per annum to all the candidates.
	Day 2	Recruiters pay CTC of at least INR 11.5 lakh. per annum to all the candidates.	Recruiters who want to recruit at least 15 candidates from each registered center & paying CTC of at least INR 11 lakh per annum to all the candidates.
	Day 3	Recruiters pay CTC of at least INR 10.5 lakh. per annum to all the candidates.	Recruiters who want to recruit at least 15 candidates from each registered center & paying CTC of at least INR 10 lakh per annum to all the candidates.
	Day 4	Recruiters pay CTC of at least INR 9.5 lakh. per annum to all the candidates.	Recruiters who want to recruit at least 15 candidates from each registered center & paying CTC of at least INR 9 lakh per annum to all the candidates.
	Day 5	Recruiters paying CTC of at least INR 9 lakh per annum to all the candidates.	
Bhubaneswar, Chandigarh, Coimbatore, Durgapur, Ernakulam, Indore, Kanpur, Nagpur, Noida, Rajkot, Ratlam, Guwahati Thane & Visakhapatnam	Recruiters pay CTC at least INR 9 lakh per annum to all the candidates.		
New Centers: Bhopal, Lucknow, Patna, Raipur, Ranchi & Vadodara	Recruiters pay CTC at least INR 7.2 lakh per annum to all the candidates.		

Q5. What is the fees structure of the Campus Placement Program?

Tariff for the Recruiting Entities*-

Tariff for the Recruiting Entities

		Fee per centre per day (INR)						
No.	Location	Day Premier	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6*
a.	Mumbai & New Delhi	6,00,000	4,00,000	3,50,000	2,45,000	1,40,000	75,000 10,000 (for CA firms up to 10 partners)	No Fees
b.	Bengaluru, Chennai & Kolkata	4,00,000	2,80,000	2,00,000	1,25,000	75,000	50,000 10,000 (for CA firms up to 10 partners)	No Fees
c.	Ahmedabad, Hyderabad, Jaipur & Pune	2,00,000	1,25,000	75,000	65,000	50,000	35,000 10,000 (for CA firms up to 10 partners)	No Fees
d.	Thane & Noida	NA	1,00,000	50,000 10,000 (for CA firms up to 10 partners)	No Fees*	NA	NA	NA
e.	Bhubaneswar, Chandigarh, Coimbatore & Indore	NA	50,000	25,000 10,000 (for CA firms up to 10 partners)	No Fees*	NA	NA	NA
f.	Kanpur	NA	25,000	20,000 10,000 (for CA firms up to 10 partners)	No Fees*	NA	NA	NA
g.	Bhopal, Durgapur, Ernakulam, Lucknow, Nagpur, Patna, Raipur, Rajkot, Ranchi, Vadodara & Visakhapatnam Ratlam, Guwahati	NA	20,000 10,000 (for CA firms up to 10 partners)	No Fees*	NA	NA	NA	NA
h.	Fee payable for conducting online psychometric test	10,000 per centre						

Who can take part in ICAI Campus Placement Programme

Any organisation, irrespective of its size, standing in the market and boundary of its business, can take part in this placement programme being held at several centers across the country.

Q6. What can be the different modes of payment?

Following are the two modes of payment for the campus Placement Program:

The payment may also be made through Net Banking (NEFT/RTGS), for which details are as follows:

Cheque/ Demand Draft



While making online paymentBank

In favor of **'The Secretary, The Institute of Chartered Accountants of India'** payable at New Delhi and Should be sent **Secretary, CMI&B, The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi-110002**

Name: - Axis Bank Ltd.

**Branch Address: - A-13, Swasthya Vihar
Branch New Delhi - 110002**

**Beneficiary Name: - THE INSTITUTE
OF CHARTERED ACCOUNTANTS OF
INDIA**

Account Number: - 055010100227612

IFSC Code: - UTIB0000055

Account Type: - Saving

Kindly also note that the PAN No. of the Institute is AAAAT7798M and GSTIN No. 07AAAAT7798M1ZL

Q7. If Recruiting Entities do not participate after registration, will they get the refund?


No, the amount will not be refunded once the candidates' data base has been shared with the recruiting entity.

Q8. What is the short-listing procedure by the Recruiting Entities?


Following steps must be followed by the Recruiting Entities to shortlist the candidates:

SHORTLISTING PROCESS OF THE RECRUITING ENTITIES


Sharing of Database only on payment of Participation Fees: - Automatic access to the database of the candidates will be available in the system to companies who have already paid the participation fee on the stipulated date. No refund of fees would be made in case a recruiting entity withdraws after confirming the participation and having access to database.



Shortlisting in Two Rounds: - 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 so far and shortlist the remaining candidates in the second round.



Online Shortlisting: - Companies shall make the shortlist of the candidates online within the last date of short listing at the respective centers.



Note: The various dates by which the companies have to submit their shortlists and the schedule of the interviews are also available on <https://cmib.icaai.org>.



Limit on Short listing: -

- ❖ Short listing by individual recruiting entities should be restricted to maximum **10 times** of the number of vacancies declared to be filled up from a particular Campus Placement Program centre.
- ❖ Candidates shall also be able to view the shortlists online.
- ❖ A candidate can select only **four (4)** recruiting entities irrespective of the number of recruiting entities shortlisted them.

Q9. How many rounds of shortlisting will be there?

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 so far and shortlist the remaining Candidates in the second round.

Q10. Are there any criteria for minimum salary packages by the Recruiting Entities?

The minimum CTC for the recruiting entities is INR 9 lakh for bigger centers and smaller centers for Campus Placement Program August-September 2024

The list of centers is given below:

- ❖ **Bigger centers** - Ahmedabad, Bengaluru, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi & Pune
- ❖ **Smaller centers** - Bhubaneswar, Chandigarh, Coimbatore, Durgapur, Ernakulam, Indore, Kanpur, Nagpur, Noida, Rajkot, Thane & Visakhapatnam, Bhopal, Lucknow, Patna, Raipur, Ranchi, Vadodara, Ratlam, Guwahati

Q11. What are the facilities that will be provided to Recruiting Entities by the Institute?

- ❖ **Timing:** - The timing for the Interviews at all days shall be from 9:00 A.M. to 6:00 P.M as far as possible.
- ❖ Interviews will be conducted through physical at the venue.
- ❖ The recruiting entity will be provided one room only for conducting the interview process. For requirement of any extra room, the recruiting entity should inform well in advance to ICAI and payment for the same will be borne by that recruiting entity. In case, any stay arrangement is required, ICAI would be informed beforehand and actual amount spent for the same will be borne by the recruiting entity.
- ❖ ICAI shall provide breakfast, lunch and evening tea to all the representatives of the recruiting entities. For extra item(s) the recruiting entity to pay the bill.
- ❖ Recruiting entity is requested to intimate well in advance (4 days prior to interview) information regarding number of panels coming for G.D./interview so as help in slot allocation and hassle-free process on the scheduled date of interview.
- ❖ CMI&B simply acts as a facilitator to bring the recruiter and CAs together.

Q12. Will the candidates be available for immediate joining?

Newly qualified Chartered Accountants who are completing their articleship training between 1st May 2024 and 30th October 2024 are eligible for the Campus Placement Program August-September 2024.

Candidates registered shall be ready to join the organization immediately thereafter.

Q13. Is there any paperwork involved?

No paperwork of any sort is involved. Everything is to be done online.

Q14. Is there any pre or post selection formalities to be fulfilled by the Recruiting Entities?

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 have accepted the offer. It is in the interest of recruiting organizations to inform ICAI about the offer made, so that ICAI can block the selected candidates from appearing for interview before any other participating recruiter.

Once a candidate has given consent, it is mandatory to conduct interview, otherwise he loses the limited chance of selection given to him.

Once a candidate is selected by recruiting organization it is mandatory to take declaration, so that ICAI can block him/her for participation in other organization.

Q15. What if a Recruiting Entity is not able to attend the program on the days allotted to them originally?

At least 4 days prior notification should be provided to ICAI so that it can arrange for some other slot to the entity and inform the shortlisted candidates as well.

Q16. Can Recruiting Entities reach the candidates at personal level?

Recruiting entities should not interact directly with candidates for collecting hardcopies of Bio- Data etc. Correspondence with the recruiting entities/ students shall be done by ICAI.

Q17. Can the interview dates be available to Recruiting Entities as per their needs?

Interview dates are allotted according to the

- CTC paid to the candidates.
- Number of vacancies to be filled.
- Fees paid to the Institute.

Q18. What shall be the composition of interview team to be finalized by the Recruiting Entities?

At the time of interview, recruiting entities may consider having in the Interview Board a representative from technical side and a representative from HR side.

Q19. Are the Recruiting Entities allowed to declare open interviews?

No, open interview cannot be declared.

Q20. In case of any further queries who should the Recruiting Entities write to.

Tel. No.: (011) 30110450 | E-mail: campus@icai.in

Mobile No.: 8130095643 | E-mail: cmiindustries@icai.in