Campus Placement Programme February-March 2019

Frequently asked Queries (FAQs) for the participating candidates

As an endeavor to provide assistance to the Newly Qualified Chartered Accountants while registering on **https://cmib.icai.org** for participation in Campus Placement Programme **February-March 2019** the **CMI&B** has come up with answers to some of the frequently asked queries which are based on the queries received from the Newly Qualified Chartered Accountants who have participated in the Campus Placement Programmes earlier.

For Registration/ Guidance/Queries, please **write at cajob@icai.in or contact at 011-30110491/548/450/525 between 2 pm to 5 pm only.**

Various stages of the Campus Interviews Process:

1) Peruse the General Guidelines as given in the Announcement
2) In case of doubt, please refer to these FAQs
3) Online Registration by the Candidates on https://cmib.icai.org
4) Submission of the Undertaking   into Candidate Login
5) Online payment of the fee of Rs 500/- inclusive of taxes to get the Centre Code e.g DEL/KOL/MUM-
6) Online Shortlisting by the companies First Round
7) Online Consent by the candidates First Round
8) Online Shortlisting by the companies Second Round
9) Online Consent by the Candidates Second Round
10) Orientation Programme to be attended by all the candidates, compulsorily.
11) Campus Interview and Orientation Programme dates at various centres, available in the Announcement

Various categories of Queries:

a) Eligibility Online Registration and filling up the Form
b) Orientation Programme
c) Online Payment

About Eligibility

Q.1 What is the eligibility criteria for Campus Placement Programme February-March, 2019?

A.1 The candidates who fulfill the following criteria are eligible to appear in the Campus Placement Programme to be held in February-March, 2019:

Clearance of Final Examination of Chartered Accountancy Course	Completion of Articleship
November, 2018	Completing their articleship by 30th April, 2019
May 2018/Nov 2017 or whose CA Final results were declared in revaluation/re verification after 20th August, 2018.	Completing their articleship between 1st November, 2018, and 30th April, 2019 and have not applied in earlier Campus Placement Programme.

Q.2 If a candidate has qualified in the CA. Final Exam in Nov 2018 but the Articleship is not completing in accordance with the Eligibility Guidelines i.e. upto 30th April, 2019, is he/she eligible for Campus Placement Programme August-September 2019?

A.2 Where the candidates have qualified in Nov 2018 final examination but his/her Articleship is not completing in accordance with the cut-off dates as mentioned above in the Eligibility Guidelines, he/she shall be permitted to appear in the Campus Placement Programme to be held in August-September 2019.

Q.3 If a candidate has qualified the CA. Final Exam in Nov 2018 and is below 21years of age due to which he/she is not eligible to apply for ICAI Membership, is he/she eligible for Campus Placement Programme February-March, 2019?

A.3 A candidate who has completed Articleship but yet to attain 21 years of age to secure ICAI membership, is required to seek special permission through email at cajob@icai.in for attending Campus Interviews.

Online Registration on https://cmib.icai.org and filling up the Form

Q.1 If Eligible, how to register for the Campus Placement Programme?

A.1 The registration for the Campus Placement Programme shall be online and would be carried out through https://cmib.icai.org .

Q.2 For which category of candidate's preliminary registration is required?

A.2 Only Chartered Accountants who have qualified CA Final Examination held in May 2018 and November 2017 and whose CA. Final Result was declared in Revaluation /re-verification after 20th August 2018 and Completing his/her articleship between 1st November 2018 and 30th April 2019 and have not applied in earlier Campus Placement Programme have to go for preliminary registration.

Q.3 How to select your centre online?

A.3 Candidate should follow the below mentioned procedure to select the centre online:
   a.   A candidate who wants to opt for both bigger and smaller centre:

The candidate should select the bigger centre in the first choice (Ahmedabad, Bangalore, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi and Pune) and then in the second choice he should select the smaller centre (Bhubaneswar, Chandigarh, Coimbatore, Durgapur, Ernakulam, Indore, Kanpur & Thane) from where he/she wants to appear.

Q.4 After registering online on the placements website, if a candidate wants to change his/her centre, what should they do?

 A.4 It is not possible to change the centre of appearing in the campus placement programme after successful registration and receipt of Centre Code. But in Exceptional Circumstances, he/she may request CMI&B at cajob@icai.in

Q.5 While registering for campus placement programme, if the candidate could not fill the entire form at one time, can he/she edit the form again?

A.5 Yes, the option to edit the form remains open unless and until the entire online form is filled (Till the last date of registration) and successfully submitted and centre code has been allotted (E.g. DEL, MUM etc) to the candidate.

Q.6 While registering for Campus Placement Programme, if a candidate, due to mistake has given his/her wrong e-mail address and wants to change email id then what should the candidate do?

A.6 The candidate may change email ids on his/her own by logging on to the placement portal and the option to change the email id appears at the profile of the home page (setting section on Update Profile).

Q.7 What if a candidate is not selected from the bigger centre from where one has registered? Will the candidate be given four fresh chances to select the Company at smaller Centre?

A.7 If any candidate from **Ahmedabad, Bangalore, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi and Pune** has not been selected by the company or the candidate does not accept the offer, his/her database would be merged (after validation within the date of resubmission) with the centre of his/her second choice (smaller centre) i.e. amongst **Bhubaneswar, Chandigarh, Coimbatore, Durgapur, Ernakulam, Indore, Kanpur & Thane**. Also, candidate would be given Four fresh chances to select company at second choice centre.

Q.8 If a candidate has opted only for (Bigger Centres) centres like Ahmedabad, Bangalore, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi and Pune

- When the database would be merged with second choice centre?

The database of the candidates appearing for the interviews at the bigger centres would be merged with their second choice centre after completion of first round of interview, in case the candidates do not get selected or do not give consent to the offer letter at the centre of their first choice subsequent to the completion of interviews at the centre of first choice.

- Whether a candidate (after database merger) would be allotted a new centre code according to second choice?

After the merger of the database to the second choice centre, the candidate would receive a New Centre Code. They would be required to take the Print out of the new Photo-ID Card and profile also, at the Initial stage only the centre for the first centre would be visible in the Photo-ID Card of the candidate.

Q.9 Whether the candidate can edit the form after the same has been successfully submitted and unique centre code has been generated?

A.9 No, there is no option to edit the form after it has been successfully submitted. In the event of not being selected in bigger centre but wish to change the smaller centre, you can do so through portal on 15th – 16th March, 2019 (up to 5:00 P.M.).

Q.10 If an eligible candidate has not registered for the placement programme, would he/she be eligible for the next campus placement programme?

A.10 The eligibility for a particular placement programme is governed as specified in the announcement link" https://cmib.icai.org/postedcontent/adminuploads//Announcement%20%20FM-19.pdf. If a candidate has not registered or participated in the campus placement, despite of being eligible to participate, he/she would not be able to participate in the subsequent campus placement programmes for newly qualified chartered accountants.

Pre Placement Talk (PPT)

Q.1 Will there be presentations by the companies at the Campus Interview centers?

A.1 Yes, the participating companies would conduct their presentations at the Campus Interview centers prior to Interviews according to the respective schedule of the **PPT (Pre Placement Talk)** hosted on https://cmib.icai.org.

In Pre-Placement Talk (PPT) the recruiting organizations shall conduct a presentation in accordance with the specified schedule. In the same, the representatives would describe about the company itself, what the company looks for in its candidate, what are the benefits of joining the company and what are the various selection procedures to get the final job offer. It may also have a Q&A round at the end for candidates to ask their queries.

Besides this a provision has been made for the participating entities to upload their presentation online which would be visible in candidate login. The Candidates are advised to check these presentations for information regarding the No. of Recruitments to be done centre-wise by their organisation, CTC to be offered, Job Profile along with likely place of posting in Department, Working hours -Whether normal working hours or otherwise in shifts i.e US, UK or India, Age limit, No. of recruitments to be done for General/OBC/SC/ST/PH candidates centrewise, Required Cut off for percentage of Marks/attempt in CA Foundation/Inter/Final, if any, Process of recruitment, condition of bond from the selected candidates, etc.

Attending of PPT at the metro cities by the shortlisted candidates is mandatory.

Q.2 How to get information about the job profiles, Place of posting, CTC, minimum take home salary etc?

A.2 The shortlisted candidates are required to go through the Online Presentations hosted by the participating companies in their login which would provide them details regarding the job profile, place of posting, CTC etc. Also it is mandatory for the **shortlisted** candidates to attend the Pre Placement Talk by the Company.

Orientation Programme

Q.1 Is attending Orientation Programme compulsory?

A.1 Yes, attending Orientation Programme is compulsory for participation in Campus Placement Programme. Moreover, in the orientation programme candidates gain a first-hand experience, which help them to face the questions of the interviewing teams in a better manner.

Shortlisting and Interview Process

Q.1   What would be the criteria of shortlisting by the companies?

A.1 The criteria for shortlisting is determined by the participating organizations themselves and ICAI does not intervene in the selection process. However, the maximum number of shortlisting by recruiting entities will **not exceed 15 times the number of vacancies they declared.** Also, the participating organisations usually shortlist depending upon overall educational qualifications, Number of attempts, other attributes, Completion of Articleship and in case more number of candidates qualify the selection criteria (Restriction being 15 times the number of vacancies) companies may choose on random basis as per their choice.

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 Articleship is pending and requires more time to join, which will affect the very purpose of the campus placement programme and its success which is primarily driven by number of organisations participating and the positions offered.

Q.2 What is the second round of shortlisting by companies and how is it beneficial to the candidates?

A.2 The online shortlisting by the participating organizations is done in two rounds at each centre. In case the recruiting entity has not received enough number of consents from the candidates after first round of shortlisting it may opt for second round of shortlisitng. Also second round shortlisting will be restricted to total vacancy*15 times i.e. (previous consent + new shortlisting total =vacancy*15times).

Q.3 What would be the criteria for selection in the second round of shortlisting by the companies?

A.3 The criteria for shortlisting the candidates for second round is:

Step 1: After first round of shortlisting by companies, candidates would mark their consent online.

Step 2: First round of consent date will be closed and now company can see and shortlist the remaining candidates from that particular centre and following database as mentioned below will be visible to company for shortlist.
- candidates who have not been shortlisted by any company
- candidates shortlisted but have not given consent to any company
- candidates who have given consent to 3 or less than 3 companies

Step 3: Again the shortlisted candidates in second round can give their consent within stipulated time limit.

Q.4 What if a candidate fails to give consent after first round of shortlisting. Whether the candidate can give consent to the companies that have shortlisted him/her in the first round after being shortlisted in the second round?

A.4 A candidate should give consent upto the **last date of consent sending by the candidates** as specified in the announcement in each round itself. However, after being shortlisted in the second round the candidate can give consent only to those companies that have shortlisted them in the second round and not to the companies that have shortlisted them in the first round. In other words, the consent for the shortlisting done in the First Round **has to be given on the dates prescribed for the Consent for the First Round** and not in the Second Round.

Q.5 Are Candidates required to attend all the interviews for which he/she gave consent.

A.5 Try to attend interview of all the companies for which you have given consent.

Q.6 What are the Companies that will be participating in the Campus Placement Programme?

A.6 The information regarding participating Companies will be hosted on the placement Portal https://cmib.icai.org . under '**Latest News'**.

Q.7 What documents a candidate needs to carry at the time of Interview?

A.7. Participants should take the print out of their **Photo Identity Card** and **online Print Profile** which is available in their login id, as a proof of their identity for attending Orientation Programme and Campus interviews Moreover, Candidates need to carry such documents as are sought by the companies for which they have been shortlisted or to be interviewed. **So, please view the portal through your login id.**

Q.8 Whether any stay arrangements or TA/DA will be provided?

A.8 NO TA/DA or stay arrangements will be provided by CMI&B of ICAI.

Q. 9 When will open interviews commence in the campus?
A .9 There will be no Open Interviews.

Online Payment

Q.1 Even after making the payment of Rs 500/- inclusive of tax through credit/debit card, if the candidate is not allotted a Centre Code?

A.1. While registering online on https://cmib.icai.org for the Campus Placement Programme the candidate is allotted a Centre Code immediately if the transaction is successful.

In cases after making the online payment if the Centre Code is not allotted, the candidates are advised to kindly make the payment again and get the Centre Code, since the time for the online registration is limited. The extra payment that be received, would be refunded.

Q.2 While making the online payment of the registration fees, if extra payment is made will it be refunded?

A.2 If the online payment of the registration fees for the Campus Placement Programme is made twice by any candidate i.e more than one successful transactions are made then the additional payment would be refunded to the candidate.

Q.3 Will Credit /Debit Card be accepted for making the payment?

A.3 Yes, any Credit/Debit Card are acceptable.

Q.4 Can I make cash payment instead of online payment?

A.4 No, payments will only be accepted by credit / debit card.

Undertaking

I hereby declare that I have read the Announcement, FAQ's and guidelines completely before applying for Campus Placement Programme.

- **I undertake that I am in genuine need of the job**
- **I undertake, I will select the Company in which I am really interested to join**
- **I undertake that would continue to work in that organization for a reasonable period of time.**
- **I undertake that I will take /apply membership before appearing for the ICAI's Campus Interview process or on completion of articleship training whichever is earlier.**
- In the event of not joining the company after signing the Declaration Form, candidates have to pay a **Commitment Charges of Rs. 5,000/ (Rupees Five Thousand)** and such behavior would be viewed seriously as it blocks the opportunity of others and affects the schedule of that company.

Submit