Campus Placement Programme August-September 2024

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 Program **(August-September, 2024),** 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**

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 1500/-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

Various categories of Queries:

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

About Eligibility

Q.1 What is the eligibility criteria for Campus Placement Programme August-September 2024?

 A.1 The candidates who fulfill the following criteria are eligible to appear in the Campus Placement Programme to be held in **August-September 2024**:

Clearance of Final Examination of Chartered AccountancyCourse	Completion of Article ship
May, 2024	Completing their article ship by 31st October 2024
November 2023 Or CA Final results were declared in verification ofmarks after 31st January 2024.	Completing their article ship between 01st May 2024 and 31st October 2024and have not applied in earlier Campus Placement Programme.
November, 2023	Passed in Nov 2023 attempt, but did not register in Feb-Mar 2024 CampusPlacement Program

Q.2 If a candidate has qualified in the CA Final Exam held in May 2024 but the Articleship is not completing in accordance with the Eligibility Guidelines i.e., upto 31st October 2024, is he/she eligible for Campus Placement Program August- September 2024?

A.2 Where the candidates have qualified in final examination held in May **2024,** but his/her Articleship training 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 next Campus Placement Program to be held in **February- March 2024**.

Q.3 If a candidate has qualified the CA Final Exam held in May 2024 and is below 21 years of age due to which he/she is not eligible to apply for ICAI Membership, is he/she eligible for Campus Placement Program August- September 2024?

A.3 A candidate who has completed Articleship training but 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 How to select your centre online?

A.2 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 (Durgapur, Nagpur, Rajkot, Lucknow, Raipur, Bhopal, Ernakulam, Visakhapatnam, Patna, Vadodara, Ranchi, Ratlam, Guwahati, Noida, Thane, Bhubaneswar, Chandigarh, Kanpur, Coimbatore & Indore) from where he/she wants to appear.

Q.3 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 . 3 Yes, the option to edit the form remains open 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. 4 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. 4 Candidates who wish to update their email or make any other changes to their profile must send an email to cajob@icai.in with the new information before the database is shared with organizations. Please ensure this request is made in a timely manner to avoid any miscommunication.

Q. 5 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. 5 If any candidate of **Ahmedabad, Bangalore, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi and Pune** center 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 **Durgapur, Nagpur, Rajkot, Lucknow, Raipur, Bhopal, Ernakulam, Visakhapatnam, Patna, Vadodara , Ranchi, Ratlam, Guwahati, Noida, Thane, Bhubaneswar, Chandigarh, Kanpur, Coimbatore & Indore.** Also, candidate would be given four fresh chances to select company at second choice centre.

Q.6 If a candidate has opted only for (Bigger Centers) centers 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 after 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 center, the candidate would receive a New Centre Code. They would be required to take the Printout of the new Photo-ID Card and profile also. At the Initial stage only the center code for the first center would be visible in the Photo-ID Card of the candidate.

Q. 7 Whether the candidate can edit the form after the same has been successfully submitted and unique centre code has been generated?

A. 7 No, there is no option to edit the form after it has been successfully submitted. In the event of not being selected in bigger center but wish to change the smaller center, you can drop us the mail on cajob@icai.in on 10th September 2024 (up to 5:00 P.M.).

Q.8 If an eligible candidate has not registered for the placement programme, would he/she be eligible for the next campus placement programme?

A. 8 If a candidate has not registered or participated in the campus placement, despite being eligible to participate, he/she would be able to participate in the subsequent campus placement programs 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 The PPT can be seen in login of shortlisted candidate only as uploaded by respective organizations who have shortlisted them.
Group Discussion

Q.1 Ho w to appear for group discussion (G.D)?

A.2 The GD will be conducted by the participating organization on the day of the interview. Any updated information will be shared with you via your registered email ID, so please keep checking your email for updates.

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 with details regarding the job profile, place of posting, CTC etc.

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 10 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 training and in case a greater number of candidates qualify the selection criteria (Restriction being 10 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 training is pending and require 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*10 times i.e. (previous consent + new shortlisting total =vacancy*10 times).

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 center 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 It is mandatory to attend the interview after giving consent to the company before a candidate is finally selected by any organization. The moment a candidate is selected by one company he/she can site his/her acceptance declaration and thereafter he is not allowed to appear in further interviews.

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 are the facilities that will be provided to candidates by the Institute?

A.7.
- ❖ 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 mode at the provided venue. The details for the venue will be hosted at https://cmib.icai.org/

Q.8 What documents a candidate needs to carry at the time of Interview?

A.8. Participants should take the printout of their Photo Identity Card and online Print Profile, which is available in their login id, as a proof of their identity for attending 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. 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 INR 1500/- 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 wait for 24hrs for center code and profile generation, in case center code is not generated 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 transaction is made then the additional payment would be refunded to the candidate in the month of October 2024.

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

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

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

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

Q.5 What will happen if a candidate does not join the organization after signing the declaration ?

A.5 INR 5000 will be charged as commitment charges in case a candidate fails to join the organization after signing the declaration. The candidate may also be subject to disciplinary action by ICAI.

Undertaking

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

- **I undertake that I am in genuine need of job**
- **I undertake, I will select the Company in which I am really interested to join**
- **I undertake that I would continue to work in that organization for a reasonable period.**

Submit