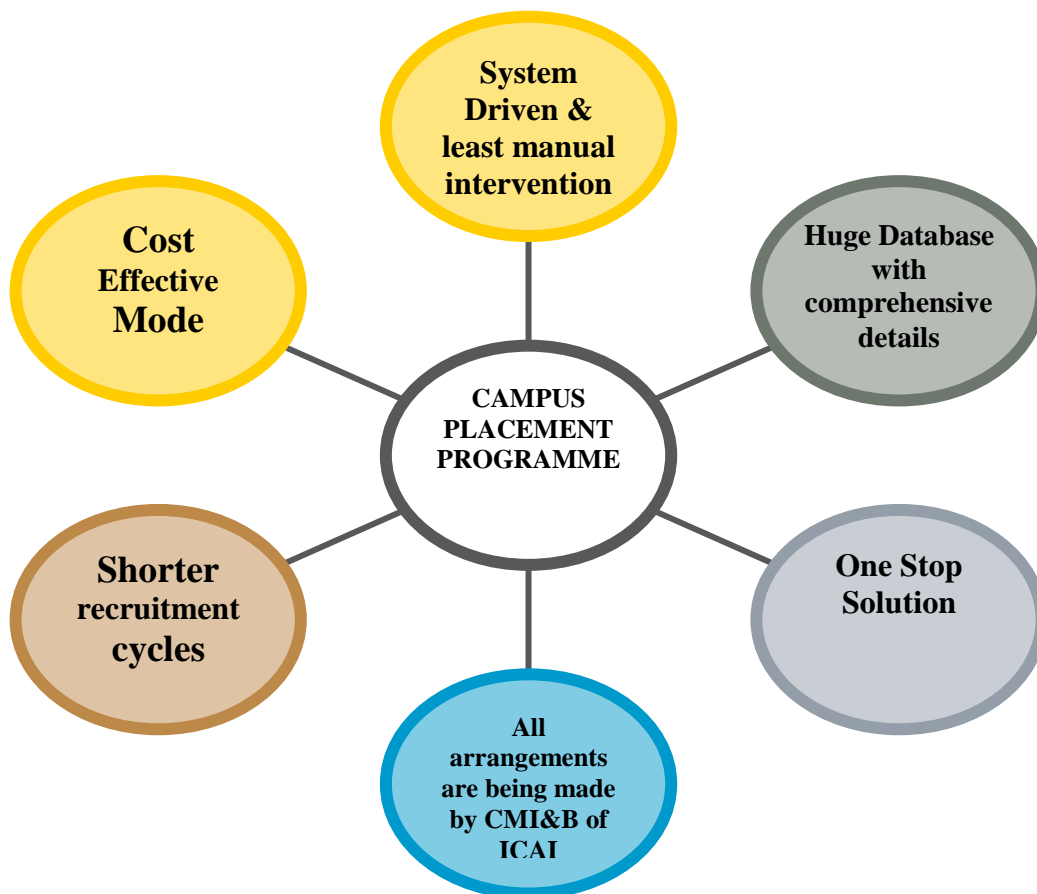


Campus Placement Programme August-September, 2018

Frequently asked Queries by the participating recruiting entities

Online Registration on <https://cmib.icai.org> for participation in Campus Placement Programme August-September, 2018 is a system driven process. The CMI&B has come up with the answers to a few frequently asked queries by the recruiting entities.

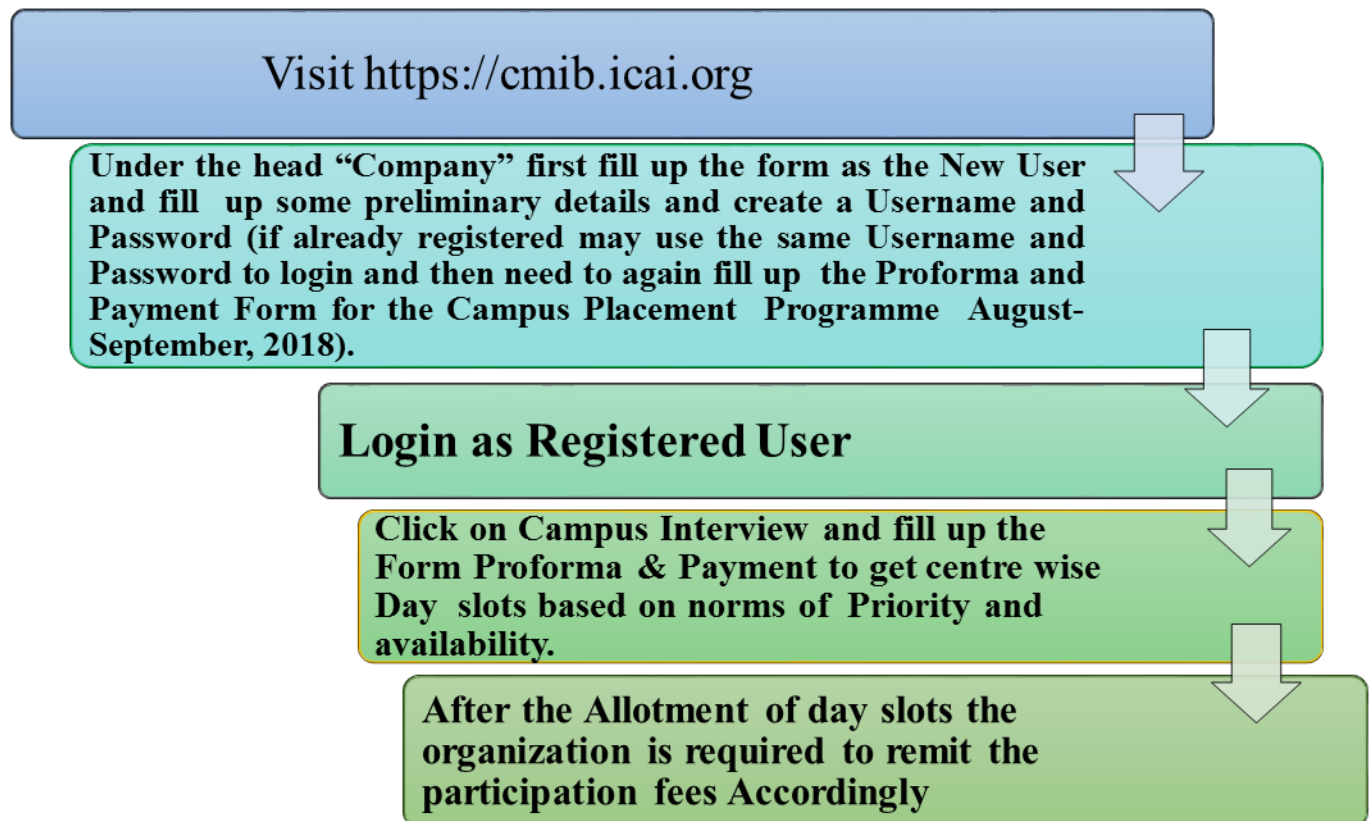
Q1. What benefits are provided by Campus Placement Programme to the Recruiting Entities?



Q2. What are the steps to be followed for the 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



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

The Recruiting Entities have to 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 was 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
 - d. Reservation, if any, (UR, OBC, SC, ST, 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 centres should specifically mention the name and contact details of respective recruiting official.
- ❖ Declared vacancies should be mentioned centrewise 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 would 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 vacancy 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
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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.	Companies which want to recruit more than 20 candidates from all centres & paying CTC of more than Rs. 8 lacs Per Annum to all the candidates.
	Day 1	Companies Paying CTC of Rs. 7 lacs Per Annum & above to all the candidates.	Companies which want to recruit more than 15 candidates from a centre & paying CTC of more than Rs. 6 lacs Per Annum to all the candidates.
	Day 2	Companies Paying CTC of Rs. 6 lacs Per Annum & above to all the candidates.	Companies which want to recruit more than 10 candidates from all centres & paying CTC of more than Rs. 5 lacs Per Annum to all the candidates.
	Day 3	Companies Paying CTC of Rs. 5 lacs Per Annum & above to all the candidates.	Companies which want to recruit 5 candidates from all centres & paying CTC of more than Rs. 4.5 lacs Per Annum to all the candidates.
	Day 4	First come First Served Basis (Subject to fulfilling the minimum CTC criteria of paying Rs 4.5 lacs)	
Ahmedabad, Hyderabad, Jaipur & Pune	Day 1	Companies Paying CTC of Rs. 5 lacs Per Annum & above to all the candidates	Companies which want to recruit more than 10 candidates from all centres & paying CTC of more than Rs. 4.5 lacs Per Annum to all the candidates
	Day 2 Onwards	First come First Served Basis (Subject to fulfilling the minimum CTC criteria of paying Rs 4.5 lacs)	
Bhubaneswar, Chandigarh, Coimbatore, Durgapur Ernakulam, Indore, Kanpur, & Thane	On First Come First Served Basis (Subject to fulfilling the minimum CTC criteria of paying Rs. 4.5 Lacs)		

Note: Definition of CTC is given at <https://cmib.icai.org> .

**Q5. What is the fees structure of the Campus Placement Programme?
Tariff for the Recruiting Entities* -**

Location		Fee per centre per day(INR)				
		Day Premier	Day 1	Day 2	Day 3	Day 4
a.	Mumbai & New Delhi	6,00,000	5,00,000	3,50,000	2,00,000	1,00,000
b.	Bangalore, Chennai & Kolkata	4,00,000	2,00,000	1,50,000	1,00,000	NA
c.	Ahmedabad, Hyderabad, Jaipur & Pune	NA	2,00,000	1,25,000	75,000	NA
d.	Thane	NA	1,00,000	50,000	NA	
e.	Bhubaneswar, Chandigarh, Coimbatore & Indore	NA	50,000	25,000		
f.	Kanpur	NA	25,000	20,000		
g.	Durgapur & Ernakulam	NA	20,000	NA		
h.	Fee payable for holding written test prior to 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				
i.	Fee payable for conducting online psychometric test on the date of written test	25,000/- Per Centre				

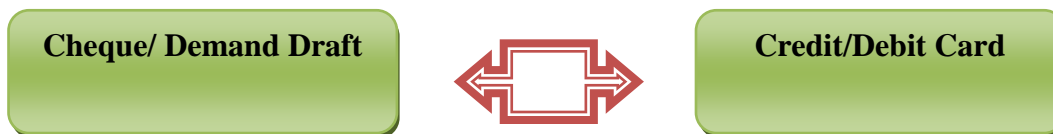
***Plus GST @ 18%**

Note:

The recruiting entities participating at one or more bigger centres comprising of one or more smaller centres would be given concession for participation at the smaller centres which will be @10 % of the participation fees, at second smaller centre onwards, at the minimum fee.

Q6. What can be the different modes of payment?

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



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

- In favour 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**

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. : 055010100227612
Bank Name: Axis Bank
Branch address: Swasthya Vihar Branch, C-58, Preet Vihar, Delhi-110 092
Account Type: Saving
IFSC Code: UTIB0000055

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

Q7. Will the Recruiting Entities get any discount for?

- Being a regular participant
- For participating in more than one centre.

No discount on these grounds is given to any participant. However, the recruiting entities participating at one or more bigger centers comprising of one or more smaller centre would be provided a concession to participate at the smaller centers which shall be @ 10 % on the participation fees at second smaller centre onwards at the minimum fee.

Q8. 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.

Q9. What is the shortlisting procedure by the Recruiting Entities?

Following steps have to 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 company who have already made the participation fee on stipulated date. No refund of fees would be made in case a recruiting entity withdraws after confirming the participation and having access to database.



Short listing 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 for and shortlist the remaining candidates in the second round.



Online Short listing: - Companies shall mark the shortlist of the candidates online within the last date of short listing at the respective centres.



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.icai.org>.



Limit on Short listing: -

- ❖ Short listing by individual recruiting entities should be restricted to maximum **15 times** of the number of vacancies declared to be filled up from a particular Campus Placement Programme centre.
- ❖ Candidates shall also be able to view the shortlists online.
- ❖ A candidate can select only **four (4)** recruiting entity irrespective of the number of recruiting entities shortlisted them.

Short listing by individual recruiting entities should be restricted to maximum 15 times of the number of vacancies in that particular organization, which are expected to be filled up from the particular Campus Placement Programme centre.

Q10. How many rounds of short listing 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 for and shortlist the remaining Candidates in the second round.

Q11. Are there any criteria for minimum salary packages by the Recruiting Entities?

The Minimum CTC for the recruiting entities for Campus Placement Programme August-September, 2018 employing members - Rs.4.5 lacs

Q12. 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 10 A.M to 5 P.M. (In the event of exigencies, extended up to 6:00 PM, subject to other constraints). To conduct Group Discussion (GD), organizations need to come early as only one hour (9 A.M. to 10 A.M.) is allotted for the same. To conduct written test through computer, organizations need to confirm early or specify in the portal.
- ❖ 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 before-hand 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 is to pay the bill.

Q13. Will the candidates be available for immediate joining?

Newly qualified Chartered Accountants who are completing their articleship between 1st May, 2018 and 31st October, 2018 are eligible for the Campus Placement Programme August-September, 2018.

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

Q14. Is there any paper work involved?

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

Q15. Is there any 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 had accepted the offer.

Q16. What if a Recruiting Entity is not able to attend the programme on the days allotted to them originally?

At least 15 days prior notification should be provided to ICAI so that it can arrange for some other slot to the entity and inform the short-listed candidates as well.

Q17. 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 via E-mail only.

Q18. 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

Q19. What shall be the interview team to be sent 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.

Q20. What is Pre-Placement Talk?

ICAI welcomes sharing of important inputs about a participating entity, in the form of its products, place(s) of operation, future plans, employee strength, organization chart, requirement for entering into any service bond, and so on, that could in turn, help candidates understand their prospective roles, **responsibilities**, challenges, opportunities and future growth prospects etc. But, such information should be provided in a standardized format, available at <https://cmib.icai.org> to facilitate maintaining uniformity and making it purpose specific. Moreover, recruiting entities are free to share more information through PPT and that could be uploaded for viewing by the candidates given consent for appearing interview of respective entities.

Q21. What is expected from the Recruiting Entities in the orientation programme?

The Orientation Programme is one of the important event of Campus Placement Programme which is being organized with an objective to brush up the skills of these young members. Recruiting entities have no role to play in the Orientation Programme but are encouraged to take part, as guest speakers.

Q22. Are the Recruiting Entities allowed to declare open interviews?

No, open interview cannot be declared.

Q23. In case of any further queries whom should the Recruiting Entities contact?

Email: campus@icai.in

Contact: 011-30110548/491/450