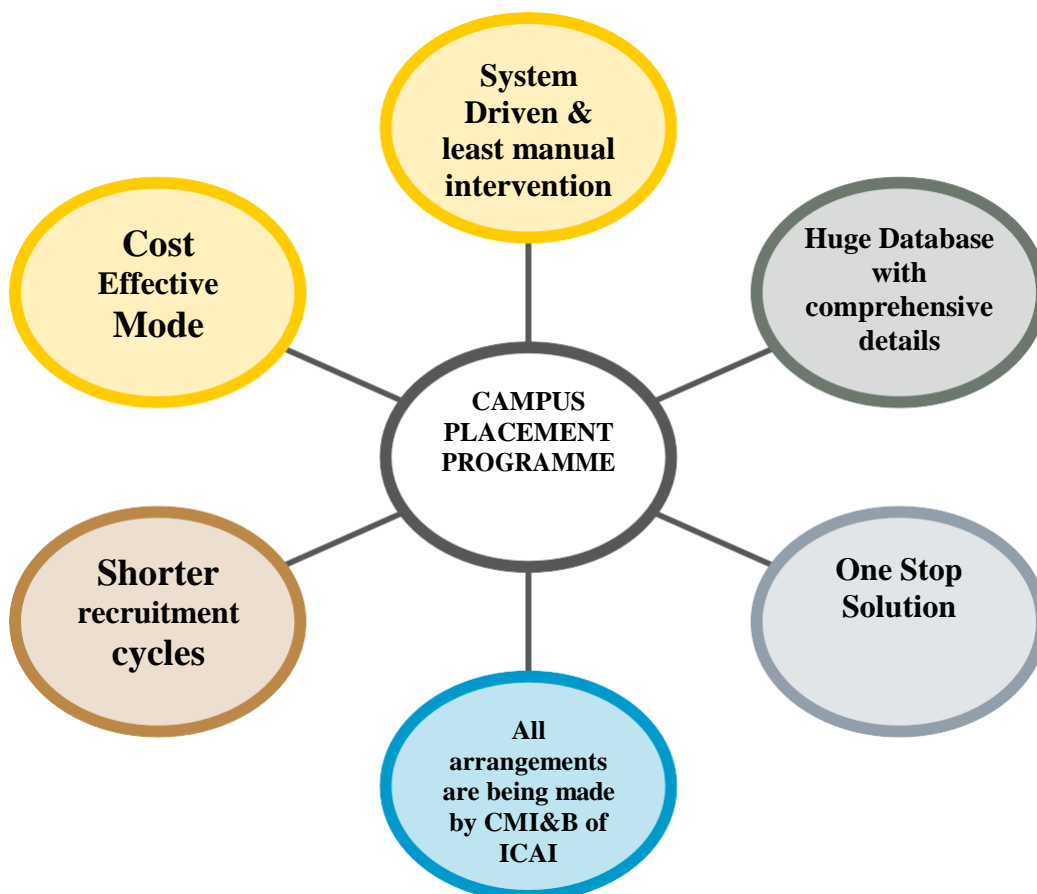


The Institute of Chartered Accountants of India
Committee for Members in Industry & Business
Campus Placement Programme
February-March, 2021

Frequently asked Queries by the participating recruiting entities

Online Registration on <https://cmib.icai.org> for participation in Campus Placement Programme February- March, 2021 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

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 February-March, 2021).



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 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 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
 - 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 centres 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 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
Bengaluru, Chennai, Kolkata, Mumbai & New Delhi	Day Premier	Companies Paying CTC of INR 12 lakh 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 INR 10 Lakh Per Annum to all the candidates.
	Day 1	Companies Paying CTC of INR 9 lakh per annum & above to all the candidates.	Companies which want to recruit more than 15 candidates from a centre & paying CTC of more than INR 8 lakh per annum to all the candidates.
	Day 2	Companies Paying CTC of INR 7 lakh per annum & above to all the candidates.	Companies which want to recruit more than 10 candidates from all centres & paying CTC of more than INR 6 lakh per annum to all the candidates.
	Day 3	Companies Paying CTC of INR 6 lakh per annum & above to all the candidates.	Companies which want to recruit 5 candidates from all centres & paying CTC of more than INR 5.5 lakh per annum to all the candidates.
	Day 4 and subsequent day	First come First Served Basis (Subject to fulfilling the minimum CTC criteria of paying INR 5.5 lakh)	
Ahmedabad, Hyderabad, Jaipur & Pune	Day 1	Companies Paying CTC of INR 6 lakh per annum & above to all the candidates	Companies which want to recruit more than 10 candidates from all centres & paying CTC of more than INR 5.5 lakh per annum to all the candidates
	Day 2 Onwards	First come First Served Basis (Subject to fulfilling the minimum CTC criteria of paying INR 5.5 lakh)	
Bhubaneswar, Chandigarh, Coimbatore, Durgapur, Ernakulam, Indore, Kanpur, Noida, Thane & Visakhapatnam	On First Come First Served Basis (Subject to fulfilling the minimum CTC criteria of paying INR 5.5 lakh by bigger centres and INR 4.5 lakh for smaller centres)		

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	Day 5
a.	Mumbai & New Delhi	4,20,000	3,50,000	2,45,000	1,40,000	70,000	20,000 (Last day for CA firms up to 10 partners)
b.	Bengaluru, Chennai & Kolkata	2,80,000	2,00,000	1,25,000	75,000	20,000 (Last day for CA firms up to 10 partners)	NA
c.	Ahmedabad, Hyderabad, Jaipur & Pune	NA	2,00,000	1,25,000	75,000	NA	NA
d.	Thane & Noida	NA	1,00,000	50,000	NA	NA	NA
e.	Bhubaneswar, Chandigarh, Coimbatore & Indore	NA	50,000	25,000	NA	NA	NA
f.	Kanpur	NA	25,000	20,000	NA	NA	NA
g.	Durgapur, Ernakulam & Visakhapatnam	NA	20,000	NA	NA	NA	NA
h.	Fee payable for holding written test prior to conduct of campus interviews	75,000 for Mumbai and New Delhi 50,000 for Bengaluru, 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	10,000/- Per Centre					

* Plus GST @ 18%

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:

Cheque/ Demand Draft



Easy pay (Credit/Debit Card/NEFT)

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

Participation fee may be paid by way of online transfer only for which kindly visit the link: https://easypay.axisbank.co.in/easyPay/makePayment?mid=MzUxND_Y%3D

Note:

While making online payment

*Please select "ICAI Committee" under head "Concerned Committee or Branch"

*Please select "Committee for Members in Industry & Business" under head "Concerned Committee"

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 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 paid 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 **10 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 10 times of the number of vacancies in that particular organization, which are expected to be filled up from the particular Campus Placement Programme centre.

Q9. 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 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 5.5 lakh for bigger centres and INR 4.5 lakh for smaller centres for Campus Placement Programme February- March 2021

The list of centres are given below:

- ❖ **Bigger centres** - Ahmedabad, Bengaluru, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi & Pune
- ❖ **Smaller centres** - Bhubaneswar, Chandigarh, Coimbatore, Durgapur, Ernakulam, Indore, Kanpur, Noida, Thane & Visakhapatnam

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 virtual mode by the platform convenient to the participating organization as per the roster prepared by ICAI.
- ❖ Link for attending virtual interview will be shared by ICAI to all consented candidate on their registered e-mail id. Subject to Government guidelines, safety protocols and feasibility, interviews might be organized by physical mode too.
- ❖ 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 us in slot allocation and hassle free process on the scheduled date of interview.

Q12. Will the candidates be available for immediate joining?

Newly qualified Chartered Accountants who are completing their articleship training between 1st May, 2020 and 30th April, 2021 are eligible for the Campus Placement Programme February- March 2021.

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

Q13. Is there any paper work involved?

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

Q14. 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. 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 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 programme on the days allotted to them originally?

At least 10 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.

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 via E-mail only.

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 interview team to be sent by the Recruiting Entities?

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

Q19. 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 .

Q20. Are the Recruiting Entities allowed to declare open interviews?

No, open interview cannot be declared.

Q21. In case of any further queries whom should the Recruiting Entities write us?

Email: campus@icai.in