

# INFORMATION SYSTEMS AUDIT (ISA) COURSE

Control No.



Roll No.

(to be affixed by the office)

**LATEST  
PHOTO  
ONLY**

Candidate should affix self attested photograph which should be pasted in this space and not merely stapled.

## APPLICATION FORM

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**  
**Information Systems Audit Course Assessment Test December, 2012**

(Please fill in the form carefully as per instructions enclosed.)

### I. DEMAND DRAFT DETAILS

a) DATE	DD / MM / YEAR	<input type="text"/> (Specimen Signature of the Candidate)
b) AMOUNT (Rupees)	<input type="text"/>	
c) DRAWEE BANK	<input type="text"/>	
d) DEMAND DRAFT NO.	<input type="text"/>	
e) PAYABLE AT	<input type="text"/>	

### II. APPLICANT DETAILS (IN BLOCK LETTERS)

1) NAME (MR/MS) : (as entered in the Register of Members. Attach a photocopy of the membership certificate)	<input type="text"/>
2) FATHER'S NAME (Shri) (as entered in the Register of Members)	<input type="text"/>
3) CITY OF YOUR PROFESSIONAL ADDRESS (for use in Pass Certificate)	<input type="text"/>
4) MEMBERSHIP NO.	<input type="text"/>
5) ISA REGISTRATION NO.	<input type="text"/>
6) CENTRE OPTED (Please refer para 7 of guidance notes)	City..... Zone <input type="text"/> (if applicable)
7) YEAR & MONTH OF ELIGIBILITY CERTIFICATE	MONTH / YEAR <input type="text"/>
8) ADDRESS (BLOCK LETTERS) : (FOR SENDING ADMIT CARD, STATEMENT OF MARKS ETC)	<input type="text"/>
CITY	<input type="text"/>
STATE	<input type="text"/>
9) PHONE NUMBER	STD CODE <input type="text"/> NO. <input type="text"/>
10) E-MAIL ADDRESS	<input type="text"/>

I request for permission to present myself for Information Systems Audit (ISA) Course Assessment Test to be held on 22<sup>nd</sup> December, 2012 conducted by the Institute of Chartered Accountants of India. I solemnly affirm that the above facts and information are complete and correct to the best of my knowledge and belief. I also undertake to abide by the Chartered Accountants Regulations, 1988 framed by the Council for the guidance of candidates appearing in the Assessment Test. Further, I solemnly affirm that I am eligible to appear in the ensuing Assessment Test to be held on 22<sup>nd</sup> December, 2012.

Date.....

(Full Signature of Candidate)

# The Institute of Chartered Accountants of India



## INFORMATION SYSTEMS AUDIT (ISA) COURSE ASSESSMENT TEST

December, 2012

(Under Regulation 206 and Schedule 'F' of the Chartered Accountants Regulations, 1988)

**Cost of Application Form : Rs. 100/-**

**Last Date : 30<sup>th</sup> November, 2012**

### NOTES FOR INFORMATION AND GUIDANCE OF APPLICANTS

*Candidates are advised to carefully read, understand and follow the instructions while filling in the Form and retain the same for future reference*

(1)	<b>Date of Examination</b>	Saturday, 22 <sup>nd</sup> December, 2012
(2)	<b>Timings of Examination</b>	10.30 a.m. to 2.30 p.m. (IST)
(3)	<b>Examination Fee</b> (Note : Candidates are advised not to send any fee other than examination fee along with the Examination Application Form)	<b>Rs. 1000/- (Rupees One Thousand Only)</b> <b>Rs. 1100/- (Rupees One Thousand One Hundred Only) if the examination form is downloaded from Institute's website</b>
(4)	<b>Mode of Payment of Fee</b>	<ul style="list-style-type: none"> <li>The Examination Fee should be paid only by way of Demand Draft which may be of any Scheduled Bank.</li> <li>Drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" and should be payable at New Delhi only.</li> <li>Candidates are advised to furnish the following details on the reverse of the Demand Draft in their own interest. <ul style="list-style-type: none"> <li>Name</li> <li>ISA Registration No.</li> <li>Application form No.</li> <li>Centre Opted</li> </ul> </li> </ul>
(5)	<b>Filling up of Admit Card</b>	Candidates are required to fill in the relevant columns in the Admit Card and submit the same to the Examination Department alongwith the examination form.
(6)	<b>Syllabus</b>	Syllabus for ISA-AT shall be as notified by the Committee on Information Technology.
(7)	<b>Examination Centres</b>	<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 1; min-width: 150px;"> <ol style="list-style-type: none"> <li>1. Agra</li><li>2. Ahmedabad</li><li>3. Ahmednagar</li><li>4. Akola</li><li>5. Allahabad</li><li>6. Amritsar</li><li>7. Aurangabad</li><li>8. Bangalore</li><li>9. Bareilly</li><li>10. Bhopal</li> </ol> </div> <div style="flex: 1; min-width: 150px;"> <ol style="list-style-type: none"> <li>11. Bhubaneswar</li><li>12. Bilaspur</li><li>13. Chandigarh</li><li>14. Chennai</li><li>15. Coimbatore</li><li>16. Delhi/New Delhi-I*</li><li>17. Delhi/New Delhi-II*</li><li>18. Ernakulam</li><li>19. Ghaziabad</li><li>20. Gorakhpur</li> </ol> </div> <div style="flex: 1; min-width: 150px;"> <ol style="list-style-type: none"> <li>21. Gurgaon</li><li>22. Guwahati</li><li>23. Gwalior</li><li>24. Hubli</li><li>25. Hyderabad</li><li>26. Indore</li><li>27. Jaipur</li><li>28. Jalandhar</li><li>29. Jalgaon</li><li>30. Jamnagar</li> </ol> </div> <div style="flex: 1; min-width: 150px;"> <ol style="list-style-type: none"> <li>31. Jamshedpur</li><li>32. Jodhpur</li><li>33. Kanpur</li><li>34. Kolhapur</li><li>35. Kolkata</li><li>36. Kota</li><li>37. Latur</li><li>38. Lucknow</li><li>39. Ludhiana</li><li>40. Mumbai-I**</li> </ol> </div> <div style="flex: 1; min-width: 150px;"> <ol style="list-style-type: none"> <li>41. Mumbai-II**</li><li>42. Nagpur</li><li>43. Nasik</li><li>44. Patna</li><li>45. Pune</li><li>46. Raipur</li><li>47. Rajkot</li><li>48. Ranchi</li><li>49. Rohtak</li><li>50. Rourkela</li> </ol> </div> <div style="flex: 1; min-width: 150px;"> <ol style="list-style-type: none"> <li>51. Sivakasi</li><li>52. Solapur</li><li>53. Surat</li><li>54. Thrissur</li><li>55. Udaipur</li><li>56. Vadodara</li><li>57. Varanasi</li> </ol> </div> </div> <p>The Institute reserves its right to withdraw any centre and / or the Zone and / or transfer all or a part of the candidates of a zone to another zone at any stage without assigning any reason. Once a centre is opted for, no change is allowed under any circumstances unless the centre has been withdrawn. Some of the big cities (Mumbai and New Delhi) have been divided into zones, each zone covering certain areas. Each zone is treated as an examination centre and allotted with a code number. If no option of zone is given, zone-I will be taken as the option, by default.</p> <p><b>*Delhi / New Delhi</b> is divided into two zones namely zone-I and Zone-II  Zone - I : South, Central, North &amp; West Delhi areas  Zone - II : Trans Yamuna Area</p> <p><b>**Mumbai</b> is divided into two zones namely Zone-I and Zone-II. The possible locations of the centres of the respective Zones will be:  Zone - I : Western Railway Line (i.e. Churchgate to Andheri and onwards)  Zone - II : Central Railway Line (i.e. VT to Thane and Kalyan)</p>

(8)	<b>Last date for receipt of application at the Institute's Headquarters at New Delhi.</b>	<p><b>30<sup>th</sup> November, 2012</b>          (Application received after 30<sup>th</sup> November, 2012 will not be entertained under any circumstances. Therefore, candidates sending their application by post must send the same at least 3-4 days in advance of the last date and avoid sending it on the last date for receipt of application forms).</p>
(9)	<b>How the application form should reach the Institute?</b>	<p>The application form together with Demand Draft for Rs. 1000/- or Rs. 1100/-, as the case may be, of any Scheduled Bank be sent by <b>Speed Post / Registered Post only</b> in the special envelope attached to this Form to the <b>Addl. Secretary (Exams.), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi-110 002.</b></p> <ul style="list-style-type: none"> <li>● Candidates are advised to retain the receipt issued by Post Office till the receipt of Admit Card.</li> <li>● <b>Candidates are advised not to send the application through private courier.</b></li> <li>● Candidates should not submit / send the application form to regional / branch offices of the Institute.</li> </ul>
(10)	<b>Eligibility Certificate</b>	<ul style="list-style-type: none"> <li>● Candidates who are not in receipt of Eligibility Certificate are advised in their own interest to pursue their cases with the Secretary, Committee on Information Technology, The Institute of Chartered Accountants of India, "ICAI" Bhawan, A-29, Sector-62, Noida.</li> <li>● Candidates may submit the Application Form, pending receipt of Eligibility Certificate by them, in case, they have otherwise fulfilled all required criteria.</li> </ul> <p>However, mere possession of Professional Training Certificate is not enough for becoming eligible to appear in the Assessment Test unless a formal Eligibility Certificate is issued by the Committee on Information Technology of the Institute consequent to passing of Eligibility Modular Tests.</p>
(11)	<b>Admission to the ISA Course Assessment Test</b>	<ul style="list-style-type: none"> <li>● No candidate shall be admitted to the ISA Course Assessment Test unless he / she has been enrolled as a Member of the Institute and has been issued the Eligibility Certificate by the Committee on Information Technology of the Institute.</li> </ul>
(12)	<b>Issue of Admit Card</b>	<p>(a)</p> <ul style="list-style-type: none"> <li>● <b>A list of Candidates to whom the Admit Cards have been issued for the ISA Course Assessment Test</b> will be hosted on the Institute's website <a href="http://www.icai.org">www.icai.org</a> from <b>17<sup>th</sup> December, 2012</b>          All correspondence in the above matter should be addressed to the Addl. Secretary (Exams.) of the Institute at New Delhi quoting the following for prompt action.         <ul style="list-style-type: none"> <li>* ISA Regn. No.</li> <li>* Application Form No.</li> <li>* Receipt No. Issued (if any)</li> <li>* Name of the Centre Opted</li> <li>* Telephone No.</li> <li>* Fax No.</li> <li>* E-mail ID :</li> </ul> </li> </ul> <p>(b)</p> <ul style="list-style-type: none"> <li>● In Case of any difficulty, Addl. Secretary (Exams.), ICAI, C-1, Sector-1, Noida should be contacted on Fax No. 0120-3054807 and 3054838.</li> <li>● Helpline Desk telephone Nos. 0120-3054851, 3054852, 3054853, 3054836, 3054842 and 3989398</li> </ul>
(13)	<b>Record of Question Paper Booklet and OMR Answer Sheet tendered at the Examination Centre.</b>	<ul style="list-style-type: none"> <li>● The Superintendents of Examination Centres are being advised to issue receipt for the Question Paper Booklet and OMR Answer Sheet handed over through the Invigilator in the Admit Card.</li> <li>● Candidates are, therefore, advised to secure the signature of the Invigilator concerned while submitting their Question Paper Booklet and OMR Answer Sheet and retain the Admit Card with themselves as record of receipt, at least till the declaration of result.</li> <li>● The Candidates should surrender the Question Paper Booklet and OMR Answer Sheet before they leave the exam hall.</li> </ul>

(14)	<b>Requirement for passing the ISA Course Assessment Test</b>	<ul style="list-style-type: none"> <li>● A candidate for the Information Systems Audit (ISA) Course Assessment Test shall be declared ordinarily to have passed the examination if he / she obtain a minimum of 75% of the scaled marks in aggregate in the ISA Course Assessment Test.</li> </ul>
(15)	<b>Issue of Statement of Marks and Pass Certificate of Information Systems Audit (ISA) Course</b>	Statement of Marks will be issued to all the candidates who appeared in Assessment Test normally in two week's time from the date of declaration of result, while pass certificates to the qualified candidates will be issued normally in three months time from the date of declaration of result.
(16)	<b>Check-list to ensure correctness of enclosures to the Application</b>	<ul style="list-style-type: none"> <li>● Candidates are requested to ensure that the Application is filled in correctly giving all the required details and the following enclosures are annexed securely. <ul style="list-style-type: none"> <li>● Demand Draft for Rs.1000/- / Rs. 1100/-</li> <li>● Application Form</li> <li>● Admit Card with self attested photo</li> <li>● Self-addressed pre-stamped (of the value of *Rs. 39/- or as applicable) Envelope for sending Admit Card.</li> <li>● Self addressed pre-stamped (of the value of Rs. 39/-) Envelope for sending statement of marks.</li> <li>● Address Slip</li> <li>● Copy of the Membership Certificate / Identity Card etc.</li> </ul> </li> </ul> <p><b>Before sending the application, candidates are requested to arrange serially the pages of application keeping the demand draft, admit card and envelopes on the Top of the Bunch.</b></p>
(17)	<b>Verification of answer book</b>	After declaration of result, in accordance with Para 10(4) of Schedule-F to the Chartered Accountants Regulations, 1988, a candidate may, if he/she so desires, apply for verification of his/her answer book within one month from the date of declaration of result. The verification fee is Rs. 500/- .
(18)	<b>Refund of fee</b>	The Fee once paid by a candidate shall not be refunded / adjusted under any circumstances except as provided in Sub Para (2) of Para 9 of schedule 'F' to the Chartered Accountant Regulations, 1988.

**PLEASE NOTE :**

- Application should be complete in all respects, otherwise it is liable to be rejected.
- In the event of furnishing any incorrect information / misrepresentation, the admission shall become invalid.
- No correspondence in this regard shall be entertained.

\* Rs. 17/- Local (i.e. Delhi / New Delhi)  
\* Rs. 39/- For other cities across India.  
(upto 50 grams weight)

**Address Slip**  
(Please fill in Name & Address)

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**Address Slip**  
(Please fill in Name & Address)

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**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

(Examination Department)

ICAI Bhawan, P.B. No. 7112, Indraprastha Marg, New Delhi - 110 002

**ISA**

**LATEST  
PHOTO  
ONLY**

Candidate should affix self attested photograph which should be pasted in this space and not merely stapled.

Additional Secretary (Exams.)  
The Institute of Chartered Accountants of India

**ADMIT CARD (DUPLICATE)**

Roll No.

**ISA COURSE ASSESSMENT TEST** December, 2012

(To be filled in by the Candidate in BLOCK LETTERS)

Name of the Candidate .....

Membership No. ....

I.S.A. Regn. No. ....

Centre : City : .....

Specimen Signature of the Candidate .....

Venue of the examination :

(To be filled by the office)



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**

(Examination Department)

ICAI Bhawan, P.B. No. 7112, Indraprastha Marg, New Delhi - 110 002

**ISA**

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Additional Secretary (Exams.)  
The Institute of Chartered Accountants of India

**ADMIT CARD**

Roll No.

**ISA COURSE ASSESSMENT TEST** December, 2012

(To be filled in by the Candidate in BLOCK LETTERS)

Name of the Candidate .....

Membership No. ....

I.S.A. Regn. No. ....

Centre : City : .....

Specimen Signature of the Candidate .....

Venue of the examination :

(To be filled by the office)

Record of Question Paper Booklet and OMR Answer Sheet tendered at the examination centre		
Date of Examination	Name of the Invigilator	Signature of the Invigilator in confirmation of receipt of Question Paper Booklet and OMR Answer Sheet
22-12-2012		

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Record of Question Paper Booklet and OMR Answer Sheet tendered at the examination centre		
Date of Examination	Name of the Invigilator	Signature of the Invigilator in confirmation of receipt of Question Paper Booklet and OMR Answer Sheet
22-12-2012		



Statement of Marks  
**ISA**

Affix Stamp  
for ₹ 39/-  
or  
as applicable  
for speed post  
from New Delhi  
to your place

To,

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Pin

*If undelivered please return to :*

**THE ADDITIONAL SECRETARY (EXAMINATIONS)**

The Institute of Chartered Accountants of India

ICAI Bhawan, Post Box No. 7112,

Indraprastha Marg

New Delhi - 110 002



## **SPEED POST**

**Admit Card - Information Systems Audit (ISA) Course Assessment Test  
December, 2012**

To,

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City

Pin

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State

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### **THE ADDITIONAL SECRETARY (EXAMINATIONS)**

The Institute of Chartered Accountants of India

ICAI Bhawan, Post Box No. 7112, Indraprastha Marg, New Delhi - 110 002

Affix Stamp  
for ₹ 39/-  
or  
as applicable  
for speed post  
from New Delhi  
to your place

ISA

**SPEED POST / REGISTERED**

To,  
The Additional Secretary (Examinations)  
**The Institute of Chartered Accountants of India**  
'ICAI Bhawan' Post Box No. 7112  
Indraprastha Marg  
New Delhi - 110 002

From : \_\_\_\_\_  
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