



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA**  
[Set up by an Act of Parliament]

13-CA (Exams)/Observer Empanel /November - December 2018

3rd August, 2018

**ANNOUNCEMENT**

**EMPANELMENT OF MEMBERS TO ACT AS OBSERVERS AT THE EXAMINATION CENTRES  
FOR THE CHARTERED ACCOUNTANTS EXAMINATIONS  
NOVEMBER / DECEMBER 2018.**

It is proposed to empanel members to act as Observers for the forthcoming NOVEMBER / DECEMBER 2018 Chartered Accountants Examinations scheduled as under:

<b>Foundation, Intermediate (IPC), Intermediate and Final exams (Existing and revised scheme)</b>	<b>from 1<sup>st</sup> NOVEMBER to 18<sup>th</sup> NOVEMBER 2018</b>
<b>Common Proficiency Test (CPT)</b>	<b>On 16<sup>th</sup> DECEMBER 2018 (Sunday)</b>

**Eligibility criteria for empanelment:**

Members who fulfill the following criteria are eligible for empanelment, to act as Observers.

- i) He/she should not be more than 65 years of age as on the date of empanelment; i.e. 10<sup>th</sup> August, 2018.
- ii) His/her name should have been borne on the Register of Members as on 1<sup>st</sup> May, 2016 and continues to be so;
- iii) Neither he/she nor his/her relatives\* or dependant\* is / will be appearing in the ensuing Chartered Accountants Examinations for students / Post – Qualification Course Examinations in November, 2018 in any examination centres in India or Abroad. However, applying or appearance in ISA – AT of December, 2018 will not be considered a disability for observership for NOVEMBER / DECEMBER, 2018 Examinations.

[\* the term "relative" or “dependant” for the purpose shall include, in relation to an individual, the wife, husband, son, daughter-in-law, daughter, son-in-law, grandson, grand daughter, brother, brother's wife, brother's son, brother's daughter, sister, sister's husband, sister's son, sister's daughter, wife's brother, wife's sister and husband's brother and husband's sister]

- iv) He/she is not coaching students for any of the examinations / test conducted by the Council of the Institute in any institutions / organization including Regional Councils / Branches of the Institute and also private coaching.
- v) He/she has not been convicted by any court of Law and no disciplinary proceedings are pending against him/her, either by the ICAI / Disciplinary Directorate or by any other organization, both in India or abroad.
- vi) He/she is not associated with the Institute as an elected/co-opted member of the Council / Regional Council / Managing Committee of any Branch of the ICAI.
- vii) He/she shall abide by the Guidelines for Observer and / or any other instructions.

**Honorarium**

Honorarium of ₹ 1500/- **per day / per session** and ₹ 350/- as conveyance reimbursement for ‘A’ class cities and ₹ 250/- for other cities per day (to cover cost of local travel) besides reimbursement of postal, stationery, telephone expenses, if any, will be paid.

The list of A class cities is as under:

Ahmedabad, Bangalore, Chennai, Delhi/ New Delhi, Hyderabad/ Secunderabad, Jaipur, Kanpur, Kolkata, Lucknow, Mumbai, Nagpur, and Pune.

**Duties of Observer:**

**A member will be allotted duties in the city of his professional address only as per Institute's records.**

The main duty of the observer is to ensure that the Question Paper Packets meant for the day of the exam, with the right code of the day are collected from the bank, (where they are kept under safe custody) opened and distributed to the candidates. Accordingly, Observer is required to be present in the assigned branch of the Bank/Examination Centre from the time when the code key is opened in the bank till the conclusion of the examination, i.e. till the answer books are pooled, reconciled, packed and handed over to the designated courier agency (including answer sheet of physically handicapped candidates, if any) for dispatch to the Examination Department.

Once the duties are assigned for acting as an Observer in a particular examination centre, he/she should attend to the said assignment and send his/her report and bill in the prescribed format immediately after the completion of his / her assignment.

**In case any member is unable to perform his / her assignment, the same may be communicated to the Examination Department well in advance, so that alternative arrangement can be made.** If a member neither informs the Examination Department nor discharges the duties assigned, he/she would be liable for such action under the provisions of the Chartered Accountants Act 1949 and the Regulations framed thereunder, as deemed fit.

Kindly note that giving false/misleading declaration regarding conflict of interest / involvement in coaching will lead to action under disciplinary provisions in accordance with the Chartered Accountants Act, 1949 and the Rules and Regulations framed thereunder.

**How to empanel:**

A member who fulfills the above mentioned eligibility criteria, desirous of empanelling himself for the assignment, may do so, online at <http://observers.icaiaexam.icaai.org>.

**Applications by any other mode will not be entertained.**

**The activity schedule of the portal is as under:**

<b>Opening of the window for empanelment</b>	<b>10<sup>th</sup> August 2018</b>
<b>Closing of the window for empanelment</b>	<b>10<sup>th</sup> September 2018</b>
<b>Hosting of the details of allotment of assignments</b>	<b>20<sup>th</sup> October 2018</b>

**Examination Department**

**Details of the cities in which the NOVEMBER / DECEMBER 2018 examinations will take place are as under.**

The cities/ places where the examinations will be held are given below:

**WESTERN REGION:**

(Covering States of Goa, Gujrat and Maharashtra and U. T. of Dadra & Nagar Haveli and Daman & Diu)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Ahmedabad -I @	Chandrapur	Mumbai - II +	Navsari	Surat -II \$
Ahmedabad -II @	Dhule	Mumbai - III +	Palghar	Surendranagar
Ahmedabad -III @	Gandhidham	Mumbai - IV +	Panvel	Thane- I @@
Ahmedabad -IV @	Gandhinagar	Mumbai - V +	Parbhani	Thane - II @@
Ahmednagar	Gondia	Mumbai - VI +	Pimpri-Chinchwad	Thane - III @@
Akola	Ichalkaranji	Mumbai - VII +	Pune - I \$\$	Vadodara -I #
Amravati	Jalgaon	Mumbai - VIII +	Pune -II \$\$	Vadodara- II #
Anand	Jalna	Mumbai - IX +	Pune -III \$\$	Vapi
Aurangabad I %	Jamnagar	Nagpur - I*	Pune - IV \$\$	Vasai -I ++
Aurangabad II %	Junagarh	Nagpur - II*	Rajkot	Vasai -II ++
Badlapur	Kolhapur	Nagpur - III*	Ratnagiri	Yavatmal
Bharauch	Latur	Nanded	Sangli	
Bhavnagar	Mapusa (Goa)	Nashik I**	Satara	
Bhiwandi	Margao (Goa)	Nashik II**	Solapur	
Bhuj	Mumbai - I +	Navi Mumbai	Surat -I \$	

@ **Ahmedabad** is divided into four Zones, namely Zone I to Zone IV. The possible location of centres in the zones is as under:-

- Zone I - Thaltej, Gurukul, Sola, Bopal, Bodakdev, Chandkheda, Gota, Vastrapur, Satellite, Memnagar
- Zone II - Navrangpura, Naran pura, Nava Vadaj
- Zone III - Shahibag, Paldi, Khanpur, Kalupur, Ellis Bridge
- Zone IV - Isanpur, Juhapura, Sarkhaj, Naroda, Vasna, Maninagar, Ghodasar

% **Aurangabad** is divided into Two Zones, namely Zone I & Zone II. The possible location of centres in the zones is as under:-

- Zone I - North of Jalna Road
- Zone II - South of Jalna Road

+**Mumbai** is divided into nine Zones namely Zone I to Zone IX. The possible locations of the centres in the respective zones will be:

- Zone I - Chrchgate, Charni Road, Mazgaon
- Zone II - Parel - east, Dadar-east, Matunga, Wadala, King Circle, Sion, Chembur
- Zone III - Vidyavihar, Ghatkopar, Bhandup, Mulund
- Zone IV - Dadar - West, Bandra West
- Zone V - Santacruz, Vile Parle, Andheri
- Zone VI - Jogeshwari W, Goregaon W, Malad W
- Zone VII - Jogeshwari E, Goregaon E, Malad E
- Zone VIII - Kandiwali W, Boriwali W, Dahisar W
- Zone IX - Kandiwali E, Boriwali E, Dahisar E

@@ **Thane** is divided into three Zones. The possible location of the centres in the respective zone will be:-

- Zone I - Thane City, Kalwa
- Zone II - Dombivili, Kalyan
- Zone III - Ulhasnagar, Ambernath, Badlapur

\***Nagpur** is divided into three Zones. The possible location of the centres in the respective zone will be:-

Zone I – Wardhman Nagar, Gandhi Bagh, Mahal, Nandanwan  
 Zone II – Dharampeth, Bharat Nagar, Sitabuldi, Dhantoli  
 Zone III– Hanuman Nagar, Manewada, Trimurti Nagar, Wardha Road

**\*\*Nashik** – is divided into two zones. The possible location of the centres in respective zone will be:-  
 Zone –I – Nashik City, Pimpalgaon, Panchvati, Meri, Mhasarul, Gangapur Road, Cidco, Ambad and Satpur  
 Zone –II- Nashik Road, Upnagar, Odha Dwarka, Devlali Camp

**++ Vasai** is divided into two zones. The possible location of the centres in respective zone will be: -  
 Zone I – Mira Road, Bhayander  
 Zone II – Vasali, Nallasopara, Virar

**Navi Mumbai:** Vashi, Sanpada, Nerul

**\$ Surat** is divided into two zones. The possible location of the centres in respective zone will be: -  
 Zone I – Ring Road, Bhatar, Vesu, Piplod, Athwalines, Althan, Adajan, Rander, Ghod Dod Road, Nanpura, Magdalla & Dumas Road  
 Zone II - Varachha, Mota Varachha, Kamrej, Sarthana, Katargam, Parvat Patia, Amroli, Dabholi, Ved Road, Singanpore & Sumul Dairy Road.

**# Vadodara** – is divided into two zones. The possible location of the centres in respective zone will be: -  
 Zone - I –Raopura,Ajwa-Waghodia Road, Karelibaug, Sama, Fatehgunj & Makarpura  
 Zone-II- Sayajigunj, Alkapuri, Akota, Vasna, Gorwa, Gotri

**\$\$\$Pune** - is divided into Four zones. The possible location of the centres in respective zone will be: -  
 Zone – I - Katraj, Dhankawadi, Padmavati, Satara Road, Bibwewadi,Swargate,Sarasbaug, Sahakarnagar,  
 Zone-II - Bhavani Peth, Rasta Peth, Nana Peth, Camp, Koregaon Park, Kalyani Nagar, Nagar Road, Magarpatta, Hadapsar, Wanowarie, NIBM Road, Kondhwa  
 Zone - III–Parvati, Tilak Road, Sadashiv Peth, Shukrawar Peth, Ravivar Peth, Budhwar Peth, Laxmi Road, Dandekar Bridge, Shastri Road, Sinhagad Road, Null Stop, F.C Road, S. B. Road, Shivaji Nagar, Shaniwar Peth, Law College Road, Mangalwar Peth, Somwar Peth  
 Zone –IV - Kothrud, Karve Nagar, Vanaj, Chandni Chowk, Pashan, Aundh, Baner, Wakad

## SOUTHERN REGION:

(Covering States of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana and U. Ts. of Lakshadweep and Pondicherry)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Alappuzha	Chennai – VIII #	Kollam (Quilon)	Salem
Anantapur	Coimbatore	Kottayam	Shimoga
Bangalore –I @@	Eluru	Kozhikode	Sivakasi
Bangalore –II @@	Ernakulam	Kumbakonam	Thiruvananthapuram
Bangalore –III @@	Erode	Kurnool	Thrissur
Bangalore –IV @@	Guntur	Madurai	Tiruchirapalli
Bangalore –V @@	Hubli	Malappuram	Tirunelveli
Belgaum	Hyderabad – I *	Mangalore	Tirupati
Bellary	Hyderabad – II *	Mysore	Tirupur
Chennai – I #	Hyderabad – III *	Nellore	Tuticorin
Chennai – II #	Hyderabad – IV *	Nizamabad	Udupi
Chennai – III #	Kakinada	Ongole	Vellore
Chennai – IV #	Kalaburgi Gulbarga) (Only CPT)	Palakkad	Vijayawada
Chennai – V #	Kannur	Pondicherry	Vishakhapatnam
Chennai – VI #	Karimnagar	Rajamahendravaram	Warangal
Chennai – VII#			

**@@ Bangalore** is divided into five Zones, namely Zone I to Zone V. The possible location of centres in the zones are as under:-

Zone I (South)- Basavangudi, Bannerghatta, Jayanagar, Koramangala, Electronic City, and HSR Layout  
 Zone II (East) – R. T. Nagar, Krishnarajpuram, Indira nagar, HAL II Stage, Banasawadi, Bellendur and White Field  
 Zone III (North) – Fraser Town, Yelahanka, SADASHIVANAGAR, Hebbal and Lingarajpuram  
 Zone IV (Central) – Chickpet, Corporation, Sampangiramnagar, Kempegowda Road, J C Road, Richmond Road  
 Zone V (West) – Malleswaram, Rajajinagar, Yeswantpur, Kengeri, Magadi Road, Nandini Layout.

**# Chennai** is divided into eight Zones, namely Zone I to Zone VIII. The Zone numbers given to different areas (i.e. possible locations of centres in the Zones) are as under:

Zone-I: George Town, Broadway, Rayapuram, Washermanpet, Tondiarpet

Zone-II: Nungambakkam, Gopalapuram, Triplicane  
 Zone-III: Guindy, Adyar, Besant Nagar, Tirunvanmiyur  
 Zone-IV: Royapettah, Mylapore, Mandaveli  
 Zone-V: Arumbakkam, Annanagar, Kilpauk, Ambattur, Villivakkam  
 Zone-VI: Kodambakkam, T. Nagar, West Mambalam, Saidapet  
 Zone-VII: Vadapalani, Ashok Nagar, K.K. Nagar, Porur  
 Zone-VIII: St. Thomas Mount, Pallavaram, Nanganallur, Chromepet, Tambaram

**\*Hyderabad** Centre is divided into four zones namely Zone I to Zone IV. The possible locations of the centres of respective Zones will be:

Zone I - Koti, Abids, Nampally, Charminar, Himayatnagar, Malakpet, Narayanaguda, Chikkadapalli, Nallakunta, Vidya Nagar, Domalaguda, Basheerbagh, L.B. Nagar, Gunfoundry, Baghlingampally, Begum bazar, etc.

Zone II - Secunderabad, West & East Maredpalli, Uppal, Malkajgiri, Tarnaka, Safilguda, Sainikpuri, A S Rao Nagar, Alwal, Osmania University area, Ramanthapur, etc.

Zone-III: Begumpet, Ameerpet, Khairatabad, Banjara Hills, Jubilee Hills, Masab Tank, Mehdipatnam, S R Nagar, VengalaRao Nagar, Rajendra Nagar, etc.

Zone IV- Sanathnagar, Kukatpally, Erragadda, Qutbullapur, Miyapur, Nizampet, Bachupally, Chanda Nagar, Serilingampally, Gachibowli, Patancheruvu, IDPL X Road, Chintal, etc.

### **EASTERN REGION:**

(Covering States of North East States, Orissa, West Bengal and U.T. of Andaman & Nicobar Islands)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Asansol	Durgapur	Kolkata III <sup>^</sup>	Siliguri
Berhampore	Guwahati	Port Blair (Only CPT)	Tinsukia
Bhubaneswar	Kolkata I <sup>^</sup>	Rourkela	
Cuttack	Kolkata II <sup>^</sup>	Sambalpur	

**^Kolkata** is divided into three zones namely Zone I to Zone III. The possible locations of the centres in the respective Zones will be:

**Zone I** - Kolkata South  
Howrah

**Zone II** - Kolkata North

**Zone III** -

### **CENTRAL REGION:**

(Covering States of Bihar, Chhattisgarh, Jharkhand, M.P., Rajasthan, Uttarakhand and U.P.)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Agra	Burhanpur	Jamshedpur	Raipur
Ajmer	Chhindwara	Jhansi	Raigarh (Chhattisgarh) (Only CPT)
Aligarh	Chittorgarh	Jhunjhunu	Ranchi
Allahabad	Churu	Jodhpur	Ratlam
Alwar	Dehradun	Kanpur	Rewa
Ambikapur (Chhattisgarh) (Only CPT)	Dhanbad	Kishangarh	Saharanpur
Balotra (Only CPT)	Durg	Kota	Satna
Banswara	Firozabad	Lucknow	Sikar
Bareilly	Ghaziabad	Mandsaur	Sirohi
Beawar	Gorakhpur	Mathura	Sri Ganganagar
Bhagalpur	Gwalior	Meerut	Udaipur
Bharatpur	Haldwani	Moradabad	Ujjain
Bhilwara	Haridwar	Muzaffarnagar	Varanasi
Bhopal -I <sup>^</sup>	Indore - I%	Muzaffarpur	
Bhopal -II <sup>^</sup>	Indore - II%	Neemuch	
Bikaner	Indore - III%	Noida	
Bilaspur	Jabalpur	Pali-Marwar	
Bundi	Jaipur	Patna	

% Indore is divided into three Zones. The possible locations of the centres in the respective Zone will be as under:

Zone – I : Vijay Nagar, Nanda Nagar, MIG/LIG Colony, Patnipura, Scheme No.54, Scheme No.74, Scheme No.78, Shalimar

Township, Mahalaxmi Nagar, Tilak Nagar, Kanadia Road, Saket, Telephone Nagar, Goyal Nagar, Bengali Square, Khajrana, Dewas Naka, Malviya Nagar, Nehru Nagar

Zone – II : Chawni, South Tukoganj, Geeta Bhavan, Chhoti Gwal Toli, MTH Compound, Sneh Nagar, Kanchan Bag, Bhawankuwa,

M.Y. Hospital Road, RNT Marg, Malwa Mill, Janjir Wala Square, Nasia Road, Naulakha , Sapna Sangeeta, Khatiwala Tank, Palsikar Colony, Sanchar Nagar, Agrawak Nagar, Juni Indore, Jail Road, Joara Compound, Rajwada, Devas, Mhow

Zone – III : Rajendra Nagar, Annapuran Road, Vaishali Nagar, Gumasta Nagar, Suadma Nagar, Usha Nagar, Raj Mohalla, Mahesh Nagar, Bada Ganpati, Aerodrome Road, Kalani Nagar, Gandhi Nagar, Banganga, Marimata Chouraha, Lokymanya Nagar

^ Bhopal is divided into two Zones. The possible locations of the centres in the respective Zone will be as under:

Zone – I : Shamla Hills, Jahangirabad, Hamidiya Road, Rayal Market, Malviya Nagar, T.T.Nagar, New Market, Jawaharchok, P & T Colony, Neelbad, Ratibad, Karond, Jumerati, Nishatpura, Indrapuri, Shubhash Nagar, Rachna Nagar, Kasturba Nagar, M.P. Nagar, Govindpura, Aishbagh, Kabirpura, Kolar, Misrod, Piplani, Arera Colony, Anand/nagar, Minal Residency, Sakti Nagar, Habibganj, Awadhपुरi

Zone – II : Gandhi Nagar, Airport Road, Lalghati, Sehore, Phanda, Khajuri, Krishna Nagar, Sanjeev Nagar, Santi Nagar, Kuravar, Chandukhedi, Kohefiza, Halalpura, Abbas Nagar, Moti Masjid, Idgah hill

#### **NORTHERN REGION:**

(Covering States of Delhi, Haryana, H.P., J & K, Punjab and U.T. of Chandigarh)

CITY/CENTRE	CITY/CENTRE	CITY/CENTRE	CITY/CENTRE
Ambala	Delhi/ New Delhi-V \$	Jammu	Sangrur
Amritsar	Delhi/ New Delhi-VI \$	Jind (No CPT)	Shimla
Bathinda	Delhi/ New Delhi-VII \$	Kaithal	Sirsa
Bhiwani	Delhi/ New Delhi-VIII \$	Karnal	Sonepat
Chandigarh	Faridabad	Ludhiana	Srinagar (J&K)
Delhi/ New Delhi-I \$	Fatehabad	Panipat	Yamunanagar
Delhi/ New Delhi-II \$	Gurgaon	Patiala	
Delhi/ New Delhi-III \$	Hisar	Rewari	
Delhi/ New Delhi-IV \$	Jalandhar	Rohtak	

\$ Delhi/ New Delhi is divided into eight Zones, namely Zone I to Zone VIII. The Zone numbers given to different areas (i.e. possible locations of centres in the Zones) will be as under:

Zone I - Karol Bagh, Pusa Road, Patel Nagar, Kirti Nagar

Zone II - Pitampura, Rohini

Zone III - Paschim Vihar, Punjabi Bagh

Zone IV- Nizamuddin, Lajpat Nagar, Lodhi Road, Kalkaji

Zone V - Geeta Colony, Priyadarshini Vihar, Karkardooma, Vivek Vihar, I.P. Extention

Zone VI - Vasundhra Enclave, Mayur Vihar, Anand Vihar

Zone VII - Kingway Camp, Darya Ganj, Shalimar Bagh, Sarup Nagar

Zone VIII- Janakpuri, Dwarka, Vikaspuri