

Empanelment of Schools/ Educational Institutions for holding Chartered Accountants Examinations:

The ICAI conducts Chartered Accountants Examinations in most of the cities in the Country as under :

(i) Chartered Accountants Examinations(2.00 PM to 5.00 PM):

- (a) May – First Fifteen Days (including intermittent Sundays)
- (b) November - First Fifteen Days (including intermittent Sundays)

(ii) Common Proficiency Test (10.30 AM to 4.00 PM with break of 1 1/2 hrs):

- (a) June – One Day – 2nd or 3rd Sunday
- (b) December – One day- 2nd or 3rd Sunday

The ICAI requires additional Schools/ Educational Institutions with good infrastructure and facilities in addition to the existing Examination Centres to hold Chartered Accountants Examinations . Interested parties may see the terms & conditions on our website: **www.icai.org**. The existing Schools/ Educational Institutions which are already providing accommodation for CA Exams need not apply. **The Terms and Conditions for Empanelment have been given on page nos. 2 & 3. The Format in which the Schools/ Colleges are required to submit their relevant details is given on page nos. 4 & 5. The names of the cities where Chartered Accountants Examinations May-2010 and Common Proficiency Test June-2010 are being held have been given on page no. 6 .**

TERMS & CONDITIONS FOR HOLDING CHARTERED ACCOUNTANTS EXAMINATIONS

(i) Schedule of the MAY-2010 Chartered Accountants Examinations (2.00 Pm to 5.00 PM):

1.	FINAL(OLD AND NEW COURSE) EXAMINATION	3 rd , 5 th , 7 th , 9 th , 11 th , 13 th , 15 th & 17 th May, 2010
2.	MAC(PART -1) , CMC (PART-I) & TMC (PART-I) EXAMINATIONS	11 th , 13 th , 15 th & 17 th May, 2010
3.	INSURANCE AND RISK MANAGEMENT (IRM) EXAMINATION	11 th , 13 th , 15 th & 17 th May, 2010
4.	PROFESSIONAL COMPETENCE EXAMINATION/ PROFESSIONAL EDUCATION EXAMINATION-II	4 th , 6 th , 8 th , 10 th , 12 th & 14 th May, 2010
5.	INTEGRATED PROFESSIONAL COMPETENCE EXAMINATION	4 th , 6 th , 8 th , 10 th , 12 th , 14 th & 16 th May, 2010
6.	INTERNATIONAL TRADE LAWS & WORLD TRADE ORGANISATION (ITL & WTO) EXAMINATION.	4 th , 6 th , 8 th , 10 th , 12 th & 14 th May, 2010

(ii) Schedule of the Common Proficiency Test- JUNE-2010 :

1.	Common Proficiency Test First Session : 10.30 AM to 12.30 PM Second session: 2.00 PM to 4.00 PM	20th June, 2010
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(iii) The remuneration payable to the Superintendent and other examination functionaries to be appointed by him/her are as under :

CHARTERED ACCOUNTANTS EXAMINATIONS –MAY-2010

Examination Functionaries	Remuneration	Conveyance	
		A Class Cities	B Class Cities
Superintendent of Examinations	Rs.750/- per session	Rs.200/- per day	Rs.150/- per day
Chief Invigilator (1:300)	Rs.550/- per session	Rs.200/- per day	Rs.150/- per day
Invigilator (In the ratio of 1:20)	Rs.350/- per session	Rs.150/- per day	Rs.100/- per day
Clerk (1:300)	Rs.275/- per session	Rs.150/- per day	Rs.100/- per day
Peon & other class-IV staff (in the ratio of 1:50)	Rs.150/- per session	Rs.50/- per day	Rs.50/- per day

COMMON PROFICIENCY TEST- 20th JUNE-2010

Examination Functionaries	Remuneration	Conveyance	
		A Class Cities	B Class Cities
Superintendent of Examinations	Rs.1500/- per day	Rs.200/- per day	Rs.150/- per day
Chief Invigilator (1:300)	Rs.1100/- per day	Rs.200/- per day	Rs.150/- per day
Invigilator (In the ratio of 1:20)	Rs.700/- per day	Rs.150/- per day	Rs.100/- per day
Clerk (1:300)	Rs.550/- per day	Rs.150/- per day	Rs.100/- per day
Peon & other class-IV staff (in the ratio of 1:50)	Rs.300/- per day	Rs.50/- per day	Rs.50/- per day

- (iv) **The accommodation charges will be Rs. 7/- (Rupees SEVEN only) per candidate per session.**
- (v) The parameters for appointing invigilators for our Chartered Accountants Examinations are as follows:

a) Invigilators should normally be over 30 years of age.

b) Where an educational institution is the venue, as far as possible, the invigilators should be members of the teaching staff of such institution. In the case of educational and other centres, where the invigilators are not the teaching staff, the invigilators should possess a minimum qualification of graduation.

c) The number of Invigilators should be strictly in the proportion of 1 for every 20 candidates. If, in a room there is a marginal increase in the number of students over 20, one invigilator only should be appointed.

d) The number of Class IV staff (Peon, Watchman, etc.) may not exceed the proportion of one (all categories of Class IV staff included) for every 50 candidates.

- (vi) The prospective Examination Centre shall also make arrangements for standby power supply and the same will be reimbursed on actual basis.
- (vii) The prospective Examination centre shall also arrange for drinking water for the candidates.
- (viii) The Furniture of the prospective Examination Centre should be befitting for adult candidates .

The Interested Schools/Educational Institutions may fill in page nos. 4 & 5 , which are herebelow and send the same to us.

Encl: As above

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

ACCEPTANCE FOR CONDUCTING CHARTERED ACCOUNTANTS PROFESSIONAL COMPETENCE, INTEGRATED PROFESSIONAL COMPETENCE, FINAL, MANAGEMENT ACCOUNTANCY COURSE (MAC PART-I), CORPORATE MANAGEMENT COURSE (CMC PART-I), TAX MANAGEMENT COURSE (TMC PART-I), INSURANCE AND RISK MANAGEMENT (IRM), INTERNATIONAL TRADE LAWS AND WORLD TRADE ORGANISATION (ITL&WTO) EXAMINATIONS AND COMMON PROFICIENCY TEST TO BE HELD IN MAY/ JUNE-2010.

Date:

Shri G. Somasekhar

Additional Secretary (Exams)

The Institute of Chartered Accountants of India

'ICAI BHAWAN', Post Box No. 7112, Indraprastha Marg NEW DELHI – 110 002

CITY:

Sir,

We hereby agree to provide accommodation and conduct the Chartered Accountants Professional Competence, Integrated Professional Competence, Final, Management Accountancy Course (MAC Part-I), Corporate Management Course (CMC Part-I), Tax Management Course (TMC Part-I), Insurance and Risk Management (IRM) and International Trade Laws and World Trade Organisation (ITL&WTO) Examinations to be held from **3rd May-2010 to 17th May-2010** and **COMMON PROFICIENCY TEST** on **20th June-2010** in our premises as required by the Council of the Institute.

1. The maximum number of candidates that can be accommodated in sessions of the aforementioned dates is given as under:

CHARTERED ACCOUNTANTS EXAMINATIONS : 3rd MAY TO 17th MAY-2010

Sl. No.	EXAMINATION SESSION	MAXIMUM NUMBER OF CANDIDATES THAT OUR INSTITUTION CAN ACCOMMODATE
1	SINGLE SESSION: 2.00 P.M. TO 5.00 P.M. FOR –, PE-II, PCE, IPCE, FINAL,, MAC,CMC,TMC, IRM & ITL & WTO EXAMS.	

COMMON PROFICIENCY TEST : 20th JUNE-2010

Sl. No.	EXAMINATION SESSION	MAXIMUM NUMBER OF CANDIDATES THAT OUR INSTITUTION CAN ACCOMMODATE
1	TWO SESSIONS 10.30AM TO 12.30PM 2.00PM TO 4:00 P.M. FOR COMMON PROFICIENCY TEST.	

2. Detailed Address of the venue where examination will be conducted and as will be printed in the admit card issued to the candidates:

Detailed Address of the Institute as would be printed in the admit card	Address of your esteemed Institution, presently available with us:	Please circle and indicate changes/ corrections, if any:

3. (a) Name of the proposed Centre Superintendent with designation for all communication related to the above examinations:

Name of the Proposed Centre Superintendent (Shri./Smt./Ms./Dr./Prof.etc)	
Designation	

3. (b) Proposed Centre Superintendent 's Phones/Fax numbers for better communication :

Office Phone No(s). with STD Code	
Office Fax No.	
Residence Phone No. with STD Code	
Mobile	
E-mail	

4. Advance amount by way of Cheque/ Demand Draft to be Drawn in favour of (**** Name of the Institution and/or designation**).

Please indicate here the name of the Institution or designation in whose favour Cheque/ Demand Draft to be drawn	
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5. (a) Name of the Chief Invigilator who is proposed to be appointed:

Name of the proposed Chief Invigilator (Shri./Smt./Ms./Dr./Prof. etc	
Designation	

5.(b) Proposed Chief Invigilator's Phones/Fax numbers for better communication in the absence of the Centre Superintendent:

Office Phone No(s). with STD Code	
Office Fax No.	
Residence Phone No. with STD Code	
Mobile	
E-mail	

6. Details of the Head of the Institution to whom requisition for accommodation to be sent in future:

Name of the Head of the Institution	
Designation of the Head of the Institution	
Office Phone Nos. with STD code	
Mobile No.	
Fax No.	
E-mail Id	

7. I also declare that none of my relatives/ dependants* is appearing in the above mentioned examinations to be held in **MAY/ JUNE-2010** in any of the examination centres in India or abroad.

Yours faithfully,

(Signature and name in block letters)

***Definition of Relative:** "The term "relative" for the purpose of examination shall include in relation to an individual, the wife, husband, son, daughter-in-law, daughter, son-in-law, grand son, 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".

**** Kindly be informed that advance/payment for the conduct of our Examinations will henceforth be made only either in the name of the Institution/Organisation or in the designation of Centre Superintendent such as Principal/Head Master etc. of the Institution/Organisation. It has been decided to discontinue the practice of issuing Demand Draft/Cheque in the personal names of individuals who act as Centre Superintendents, which please note.**

CITIES IN INDIA:

1	AGRA	46	GUNTUR	91	PATNA
2	AHMEDABAD	47	GURGAON	92	PATIALA
3	AHMEDNAGAR	48	GUWAHATI	93	PIMPRI-CHINCHWAD
4	AJMER	49	GWALIOR	94	PONDICHERRY
5	AKOLA	50	HISAR	95	PUNE
6	ALAPPUZHA	51	HUBLI	96	RAIPUR
7	ALIGARH	52	HYDERABAD	97	RAJAMAHENDRAVARAM
8	ALLAHABAD	53	INDORE	98	RAJKOT
9	ALWAR	54	<i>JABALPUR</i>	99	RANCHI
10	AMBALA	55	JAIPUR	100	RATLAM
11	AMRAVATI	56	JALANDHAR	101	REWARI
12	AMRITSAR	57	JALGAON	102	ROHTAK
13	ANAND	58	JAMMU	103	ROURKELA
14	ASANSOL	59	JAMNAGAR	104	SAHARANPUR
15	AURANGABAD	60	JAMSHEDPUR	105	SALEM
16	BANGALORE	61	JODHPUR	106	SAMBALPUR
17	BAREILLY	62	KANPUR	107	SANGLI
18	BATHINDA	63	KARNAL	108	SATARA
19	BEAWAR	64	KOLLAM	109	SHIMLA
20	BELGAUM	65	KOLHAPUR	110	SIKAR
21	BELLARY	66	KOLKATA	111	SILIGURI
22	BERHAMPORE	67	KOTA	112	SOLAPUR
23	BHARAUCH	68	KOTTAYAM	113	SONEPAT
24	BHAVNAGAR	69	KOZHIKODE	114	SRI GANGANAGAR
25	BHILWARA	70	KUMBAKONAM	115	SURAT
26	BHOPAL	71	LATUR	116	THANE
27	BHUBANESWAR	72	LUCKNOW	117	THIRUVANANTHAPURAM
28	BHUJ	73	LUDHIANA	118	THRISSUR
29	BIKANER	74	MADURAI	119	TINSUKIA
30	BILASPUR	75	MANGALORE	120	TIRUCHIRAPALLI
31	CHANDIGARH	76	MATHURA	121	TIRUPATI
32	CHENNAI	77	MEERUT	122	TIRUPUR
33	COIMBATORE	78	MORADABAD	123	TUTICORIN
34	CUTTACK	79	MUMBAI	124	UDAIPUR
35	DEHRADUN	80	MUZAFFARNAGAR	125	UDUPI
36	DELHI/NEW DELHI	81	<i>MYSORE</i>	126	UJJAIN
37	DHANBAD	82	NAGPUR	127	VADODARA
38	DURG	83	NANDED	128	VAPI
39	ERNAKULAM	84	NASHIK	129	VARANASI
40	ERODE	85	NELLORE	130	VELLORE
41	FARIDABAD	86	NOIDA	131	VIJAYAWADA
42	GANDHIDHAM	87	PALGHAT	132	VISAKHAPATNAM
43	GHAZIABAD	88	PALI MARWAR	133	YAMUNA NAGAR
44	GOA	89	PANIPAT	134	DUNDLOD
45	GORAKHPUR	90	PANVEL		