



Placements-icai.org

User Manual

(for Newly Qualified Chartered Accountants)

Ver. 1.0

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I. Introduction

placements-icai.org is a single window recruitment system for Corporate' interested in acquiring Newly Qualified Chartered Accountants from our vast talent pool. To ease the process of recruitment and selection of CA's for companies operating at multiple locations, we have set up this Resource pool and made the database available to the company online. The system will also enable our pursuit to provide all our newly qualified professionals located across India with a fair opportunity to choose and know their prospective employers and the career opportunity available with them in greater detail.

II. Guideposts for CANDIDATE

Process Overview and Role of Candidate

www.placements-icai.org, the placement portal of ICAI enables Recruiting Companies to have access to the database of Newly Qualified Accounting Professionals for Campus Recruitment.

Newly qualified Chartered Accountants register on www.placements-icai.org, soon after the results are published. Each candidate fills a detailed form online that captures his personal and education details, apart from details on job preferences, preferred ICAI Center etc. A unique candidate code is generated by the system. This will serve as the reference number for the candidate for any communication with ICAI. There is an option to print the profile after the details have been filled.

The Recruiting Companies participating in the Campus Interview also register in the site.

The Company performs the Shortlisting process through the portal. The system allows the Company to view all the candidate profiles in that (ICAI) center. Based on this, the Company shortlists some candidates for the Campus Interview.

The Candidate can view the list of Companies that have shortlisted him and choose the ones for which he desires to appear for the Campus Interview. The details of venue, time of interview, and some general instructions are available in the site.

After the Campus Interviews are complete, the Company can make an offer / decline the candidate. The Candidate in turn can Accept or Decline the job offer.

Each one of these steps can be performed online through easy-to-use interfaces.

Process Details

1. If you are a new candidate who wishes to participate in the ICAI Campus Recruitment process, go to the URL <http://www.placements-icai.org>. This facility is extended to Newly Qualified Chartered Accountants in the recently held exams.
2. In the Home page, click on '**Candidate**' under New User
3. Enter the mandatory details : Name, Roll No, Email ID and a Password of your choice. Provide a valid email id. Also, ensure that you make a note of the password that you specify for future reference. Click on Submit. You will see the following message.

The screenshot shows the 'PLACEMENTS-ICAI.ORG' website. The header includes the ICAI logo and navigation links: 'ABOUT ICAI', 'CONTACT ICAI', and 'HOME'. The main content area is titled 'Welcome to Placements-ICAI.org !' and instructs users to fill in basic information for registration. The 'Candidate Registration' section includes four mandatory fields: 'Name' (filled with 'Anuradha'), 'Roll Number' (filled with '111111'), 'Email Id' (filled with 'anu@icommtechnologies.com'), and 'Password' (filled with '****'). A 'Submit' button is located at the bottom right of the form. Below the form, a confirmation message reads: 'Thank you for your time. Please note that your Roll Number will be the Username and the Password that you have chosen will be required to login to the site as a registered user !'. At the bottom of the confirmation message are 'Home' and 'Login' buttons.

PLACEMENTS-ICAI.ORG

ABOUT ICAI CONTACT ICAI HOME

Welcome to Placements-ICAI.org !

Please fill in the following basic information in order to proceed with the Registration for the Campus Interview.

Candidate Registration * mandatory fields

Name * Anuradha

Please enter your Roll Number in the May 2004 Examination.

Roll Number * 111111

You are requested to submit your latest Email Id and ensure that it is functional until the Campus Interviews are over, since the queries/correspondence shall be made only through emails.

Email Id * anu@icommtechnologies.com

Please specify a suitable Password (minimum 4 characters). Please make a note of this password which will be required when you login to your zone on this site.

Password * ****

Submit

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Thank you for your time.

Please note that your Roll Number will be the Username and the Password that you have chosen will be required to login to the site as a registered user !

Home Login

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- Click on **Login** to access your zone in the site. Enter your **Roll Number** and the **Password** previously given during registration.

Registered User - Candidate

Roll Number: 111111

Password: ****

☐ Remember my ID on this computer

Login

Forgot your Password? [Click here](#) for Help.

- On successful login, the Home page of your interface appears like the one shown below:

PLACEMENTS-ICAI.ORG

Menu Bar

Anuradha,
Welcome to Placements-ICAI.org!

Stage 1
Click on **Registration Form** and fill in the required details to register for the Campus Interview.

Stage 2
On successful registration, your name will be a part of the databank available to companies participating in the Campus Interview. The process of shortlisting will begin thereafter. One week before commencement of Campus Interviews, you may login again to check if your name has been shortlisted by any of the participating companies. To check this, you have to click on **Campus Interviews**. You are given the option of selecting a maximum of 3 companies whose Interviews you wish to attend.

Stage 3
After the Campus Interview, the result i.e. whether or not you have been offered a job will be available when you click on **Interview Result**. In this screen you have to Confirm Acceptance of the job offer.

Campus Interview Schedule

Hyderabad	13 th and 14 th September, 2004
Ahmedabad	15 th and 16 th September, 2004
Jaipur	17 th and 18 th September, 2004
Bangalore	20 th and 21 st September, 2004
Pune	24 th and 25 th September, 2004
Kolkata, Mumbai, Chennai and New Delhi	The Campus Interview will be held concurrently at these centres from 27 th September to 7 th October, 2004 (excluding Sunday)

The timings for the interview on each day would be from 10.00 A.M. to 6.00 P.M.

If you face any difficulty while Registering Online, please contact [Shri Surinder Pal](#) for assistance.

© 2004 ICAI. All Rights Reserved. [Change Password](#) [CANDIDATE]

- Stage –1 : Click on **Registration Form** in the Menu bar at the top.. Please read the instructions for filling the campus interview form before you fill out the registration form. Click on Continue to begin. (please refer the associated PowerPoint presentation. The process of Registration has been explained in detail here)
- Please note that you can make changes to the registration form by using the **Back button**. Click on Confirm for final submission. There is a provision to take a Print out of your profile for reference.

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8. Your profile will now be available to all the Recruiting companies. You will be instructed about the date when you can login to the site to check the status of your application.
9. On the specified date, you can access www.placements-icai.org. Click on Candidate under Registered users on the Home page, and Login as before.
10. Stage – 2 : Click on **Campus Interviews** in the top Menu bar. You will see the list of company/companies that have shortlisted you. Candidate can appear for any number of interviews at a particular campus placement programme centre but the moment he/she gets an offer letter from ONE organisation, he/she will not be allowed to attend further interviews – even if he/she has been shortlisted by other organisations or the interviews of a particular organisation is opened to all (without restriction regarding shortlisting).
11. Select the Companies using the Check Box in the last column. Now click on Submit. This means that you have confirmed participation in the interview to be held by these companies. Please read the instructions relating to Campus Interview and come prepared accordingly.
12. The interviews will be held at the ICAI centers on the date specified.
13. Stage –3 : You can view your interview result and the details of Job Offers by clicking on **Interview Result** after the process of interviews have been completed.
14. Use the check box in the last column to accept the Company offer.