

Announcement for Campus Placement Programme for Newly Qualified Chartered Accountants August-September, 2011

A. The schedule for Campus Interview August-September, 2011

The **CMII** provides opportunity to the employers to interact with newly qualified Chartered Accountants and makes all arrangements at its centres, thereby providing a cost effective mode of recruiting newly qualified Chartered Accountants. An organisation and firms of Chartered Accountants can participate in one or more centres.

Start Date for filling up initial details (Candidate who have qualified in November 2010, May 2010 or whose results were declared in revaluation/re verification after 26th March, 2011 and completing their articleship or GMCS between 1st May, 2011 to 31st October, 2011 : **1st July 2011 to 25th July 2011.**

Date of candidate registration for May, 2011 CA Final qualified (and others as mentioned above) candidates: **26th July 2011 to 30th July, 2011**

Opening of database for Companies at S No. 1: 1st August 2011

Resubmission and editing of selected portion of online form by the candidates who have opted one bigger and one smaller centre before merger with the centre of their second choice (its mandatory for inclusion of data with smaller centre: **23rd and 24th August, 2011 (upto 11:00 midnight).**

Opening of database for Companies at S No. 4 and 5: 26th August, 2011

Campus Interview Dates

S No.	Centre	Dates*
1	Bangalore, Chennai, Hyderabad Kolkata, Mumbai and New Delhi	16,17,18,19 & 20 August, 2011
2	Bhubaneswar, Coimbatore and Ernakulam	1 & 2 September, 2011
3	Baroda, Chandigarh, Indore, Kanpur, and Nagpur	2 & 3 September, 2011
4	Ahmedabad and Jaipur	5, 6 & 7 September, 2011
5	Pune	9, 10 & 12 September, 2011

*sunday holiday

Centre	Maximum No. of companies in any single day	Last Date of Registration with submission of payment (for Companies Upto 05:00 PM)	Last Date of Short listing by Companies Upto 11:00 PM (Ist Round)	PPT by companies	Consent sending by Candidates (Upto 11:00 Night) (Ist Round)	Date of Short listing by Companies Upto 11:00 PM (IInd Round)	Consent sending by Candidates (Upto 05:00 evening) (IInd Round)	Written Test (if any)
New Delhi Hyderabad and Kolkata Bangalore, Chennai and Mumbai	6	1st August 2011	3rd August 2011	4th August, 2011	6th-7th-8th August 2011	Only on 9th August, 2011	10th August, 2011	11th August 2011
Ahmedabad, Jaipur and Pune	5	25th August 2011	29th August 2011	29th August 2011	30th-31st August 2011	1st September 2011	2nd September, 2011	On the day of Interview.
Bhubaneswar, Coimbatore, Chandigarh, Ernakulam, Kanpur and Baroda, Indore and Nagpur	4	25th August 2011	27th August 2011	On the day of Interview.	28th August 2011	29th August 2011	30th August, 2011	On the day of Interview.

I Orientation Programme:

Centre	Date
Bangalore	1 st August, 2011
Hyderabad	2 nd August, 2011
Kolkata	3 rd August, 2011
New Delhi	5 th August, 2011
Chennai	9 th August, 2011
Mumbai	12 th August, 2011
Ahmedabad	16 th August, 2011
Jaipur	17 th August, 2011
Pune	18 th August, 2011
Bhubaneswar	

Coimbatore	29 th August, 2011
Ernakulam	23 rd August, 2011
Baroda	24 th August, 2011
Indore	25 th August, 2011
Kanpur	26 th August, 2011
Chandigarh	27 th August, 2011
Nagpur	29 th August, 2011

It has been decided that the candidates who have opted a particular bigger Centre (**New Delhi, Bangalore, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi**) for appearing in Campus Placement Programme may attend the Orientation Programme at any other bigger centre from **New Delhi, Bangalore, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi only**, However candidates opting from **Ahmedabad, Jaipur and Pune, Bhubaneswar, Coimbatore, Chandigarh, Ernakulam, Kanpur, Baroda, Indore and Nagpur** centres for campus interviews may attend the orientation programme at any centre (required to be chosen while doing Online Registration).

Norms for Allotment of Day Slots for participating in the Campus Interviews August-September, 2011:

The allotment of days in the Campus Placement Programme will be made by CMII Secretariat as per the following norms:

Centre*		Priority 1	Priority 2
Mumbai, and New Delhi	Day 0	Companies Paying CTC Rs. 10 Lacs & above (INR) for domestic Posting or USD 5000 and above for International Posting to all the candidates.	Companies which want to recruit more than 50 candidates from a centre & paying CTC more than Rs. 8 lacs to all the candidates.
	Day 1	Companies Paying CTC Rs. 7 lacs & above to all the candidates.	Companies which want to recruit more than 20 candidates from a centre & paying CTC more than Rs. 6 lacs to all the candidates.
Bangalore, Chennai, Kolkata, Mumbai, and New Delhi	Day 2	Companies Paying CTC 6 lacs & above to all the candidates.	Companies which want to recruit more than 20 candidates from all locations & paying CTC more than Rs. 5 lacs to all the candidates.
	Day 3	Companies Paying CTC Rs. 5 lacs & above to all the candidates.	Companies which want to recruit 15 candidates from all locations & paying CTC more than Rs. 4.5 lacs to all the candidates.
	Day 4	First come First Served Basis (Subject to fulfilling the minimum CTC criteria)	---
	Onwards		
Ahmedabad, Hyderabad, Jaipur and Pune	Day 1	Companies Paying CTC Rs. 5 lacs & above to all the candidates	Companies which want to recruit more than 20 candidates from all locations & paying CTC more than Rs. 4 lacs to all the candidates
	Day 2	First come First Served Basis (Subject to fulfilling the minimum CTC criteria)	---
Baroda, Bhubaneswar, Coimbatore, Ernakulam, Indore, Kanpur, Chandigarh and Nagpur		First Come First Served Basis (Subject to fulfilling the minimum CTC criteria)	

All the above priorities are based on **first come First Served Basis**

* Companies participating should give minimum salary to all the candidates selected as mentioned in priority table and also recruiting entities required to **disclosure of package, minimum monthly take home salary etc.**

Note: CTC* means cost to company. It is the total cost that an Organisation is spending towards their employees which includes **Salary details** like Basic salary, House Rent Allowance, Company Leased Accommodation, Daily Allowance, City Compensatory Allowance, Special Allowance, Conveyance Allowance, Lunch Allowance, Entertainment Allowance, Books/Periodicals Allowance, Education Allowance, House Maintenance Allowance, Furnishing Allowance, Dress/Uniform Allowance, Other allowances; **Benefits/Perks/Reimbursements** like Value of company car, Car subsidy (or equivalent tax savings), Driver's salary, Maintenance and Petrol Expenses, Leave Travel Allowance, Canteen Subsidy, Telephone Expenses, Mobile Phone, Club Membership, Electricity/Gas, Servant/Gardener, Credit Cards, Furnishings/Durables, Holiday facilities, Medical reimbursements, Medical insurance, Personal Accident Scheme, other benefits; **Retrials** like Provident fund, Superannuation fund, Gratuity; **Bonus** like Fixed Bonus, Productivity linked Variable Bonus, Any other performance oriented incentive including Stock Option Plan and; **Soft Loans** like Interest subsidy, etc.

B. The tariffs for campus interviews to be held in August-September, 2011 shall be as follows:

I) For the Corporates*:

Participation at	Fee per centre per day

		Day 0	Day 1	Day 2	Day 3	Subsequent Days
a.	Mumbai and New Delhi	Rs 5,00,000	Rs. 3,50,000	Rs. 2,00,000	Rs. 1,50,000	Rs. 1,00,000
b.	Bangalore, Chennai, Hyderabad and Kolkata	Rs 4,00,000	Rs. 2,00,000	Rs. 1,50,000	Rs. 1,00,000	Rs. 70,000
c.	Ahmedabad, Jaipur and Pune	NA	Rs 1,00,000	Rs. 70,000	Rs. 50,000	NA
d.	Baroda, Bhubaneswar, Coimbatore, Ernakulam, Indore, Kanpur Chandigarh and Nagpur	NA	Rs. 40,000	Rs. 20,000	NA	
e.	Additional Fee payable in case the recruiting entity continues the interview on the second day after Day 3 at Bangalore, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi and Day 2 at other centres	Rs. 70,000 for Mumbai and New Delhi Rs. 50,000 for Bangalore Chennai, Hyderabad and Kolkata Rs. 40,000 Ahmedabad, Jaipur and Pune Rs. 20,000 for Other Centres				
f.	Fee payable for holding written test prior to the conduct of campus interviews	Rs. 1,50,000 for Mumbai and New Delhi Rs. 1,00,000 for Bangalore, Chennai, Hyderabad and Kolkata Rs. 40,000 for Ahmedabad, Jaipur and Pune Rs. 25,000 for other centres				
g.	Conducting of online psychometric test only at the day of written test	Rs. 50,000/- Per Centre				

*Plus service tax @10.3% applicable

II) For the Firm of Chartered Accountants (having more than ten partners)*:

Participation at		Fee per centre per day				
		Day 0	Day 1	Day 2	Day 3	Subsequent Days
a.	Mumbai and New Delhi	Rs 5,00,000	Rs. 3,50,000	Rs. 2,00,000	Rs. 1,50,000	Rs. 40,000
b.	Bangalore, Chennai, Hyderabad and Kolkata	Rs 4,00,000	Rs. 2,00,000	Rs. 1,50,000	Rs. 1,00,000	Rs. 25,000
c.	Ahmedabad, Jaipur and Pune	NA	Rs 1,00,000	Rs. 70,000	Rs. 25,000	NA
d.	Baroda, Bhubaneswar, Coimbatore, Ernakulam, Indore, Kanpur, Chandigarh and Nagpur	NA	Rs. 40,000	Rs. 20,000	NA	
e.	Additional Fee payable in case the recruiting entity continues the interview on the second day after Day 3 at Bangalore, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi and Day 2 at other centres	Rs. 30,000 for Mumbai and New Delhi, Rs. 20,000 Ahmedabad, Bangalore, Chennai, Hyderabad Kolkata, Jaipur and Pune Rs. 15,000 for Other Centres				
f.	Fee payable for holding written test prior to the conduct of campus interviews	Rs. 1,50,000 for Mumbai and New Delhi Rs. 1,00,000 for Bangalore, Chennai Hyderabad and Kolkata Rs. 40,000 for Ahmedabad, Jaipur and Pune Rs. 25,000 for other centres				
g.	Conducting of online psychometric test only at the day of written test	Rs. 50,000/- Per Centre				

*Plus service tax @10.3% applicable

III) For the Firm of Chartered Accountants (upto ten partners)*:

Participation at		Fee per centre per day				
		Day 0	Day 1	Day 2	Day 3	Subsequent Days
a.	Mumbai and New Delhi	Rs 5,00,000	Rs. 2,00,000	Rs. 1,00,000	Rs. 60000	Rs. 25, 000
b.	Bangalore, Chennai, Hyderabad and Kolkata,	Rs 4,00,000	Rs. 1,20,000	Rs. 80,000	Rs. 60,000	Rs. 15,000
c.	Ahmedabad, Jaipur and Pune	NA	Rs 60,000	Rs. 50,000	Rs. 20,000	NA
d.	Baroda, Bhubaneswar, Coimbatore, Ernakulam, Indore, Kanpur Chandigarh and Nagpur	NA	Rs. 20,000	Rs. 15,000	NA	
e.	Additional Fee payable in case the recruiting entity continues the interview on the second day after Day 3 at Bangalore, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi and Day 2 at other centres	Rs. 15,000 for any of Centres				
f.	Fee payable for holding written test prior to the conduct of campus interviews	Rs. 1,00,000 for Mumbai and New Delhi Rs. 60,000 for Bangalore Chennai , Hyderabad, and Kolkata Rs. 25,000 for Ahmedabad, Jaipur and Pune Rs. 20,000 for other centres				
g.	Conducting of online psychometric test only at the day of written test	Rs. 40,000/- Per Centre				

* Plus service tax @10.3% applicable

Payment Terms: Participation fee shall be payable by way of Cheque / Demand Draft in favour of 'The Secretary, The Institute of Chartered Accountants of India' payable at New Delhi and should be sent to **Secretary, CMII, The Institute of Chartered Accountants of India, ICAI BHAWAN, Indraprastha Marg, New Delhi-110 002** via courier/speed post so as to reach **on or before the Last date of registration for companies at respective centres**. Also payment may be submitted to any of campus interviews centres in case of delivering the fee by hand/in person.

Kindly also note that the PAN No. of Institute is **AAAAT7798M** and Service Tax Registration No. is **AAAAT7798MST003 (DL-I/ST/MP/R-II/1530/ICA/2006)**.

The payment may also be made through Net Banking, the details are as follows :

Beneficiary Name	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
Beneficiary address	THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA 'ICAI Bhawan', Indraprastha Marg, New Delhi- 110002
Bank Account no.	055010100242608
Bank Name	Axis Bank
Branch address	A-13, Swasthya Vihar, Vikas Marg, New Delhi- 110092
Account Type	saving
IFSC Code	UTIB0000055

C. Special Recruitment Window in www.icai.org and www.cmii.icai.org

A special recruitment window with a designated URL can be provided to the companies on the payment of **Rs. 5,00,000 (Rs. Five lacs plus Service Tax@10.3%)** at www.icai.org and www.cmii.icai.org . The window shall be kept live for one month from the day of hosting. In addition there will be service tax applicable to be paid by them.

D. Supply of Database of All India Merit List along with contact details

The charges for the Supply of Database of All India Merit List along with contact details shall be as follows. In addition there will be service tax applicable to be paid by them.

1. Before the start of campus interview @ Rs.3,00,000/-
2. After Campus interviews are over @Rs. 50,000/-

E. Indicative guidelines for Companies:

Timings of the event: 10.00 a.m. to 6.00 p.m.

1. Information of the Companies shall be made available on the Placement Portal www.cmii.icai.org for the information of Newly Qualified Chartered Accountants. The companies need to specify clearly:
 - **Geographical location & no. of positions of placement centrewise.** It will be visible in the candidate's login as to which other centres the company is participating other than the centre, from where the candidate has registered for the Campus Interviews.
 - **Job profile** with description + responsibilities + preferably **Place of posting** in Department.
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 .
 - The timing of the shift i.e US,UK or India.
 - Age limit, if any
 - Reservation Status e. g. How many vacancies for General/OBC/SC/ST/PH
 - If there is any cut-off for percentage of Marks/attempt in CA Foundation/Inter/Final
 - The company should also inform the process of recruitment i.e whether the company will hold GD/WrittenTest/Personal Interviews
2. Companies participating in Campus Placement Programme **August–September, 2011** shall have to mandatorily give offer letter to the selected candidates in writing on the same date of Interview itself.
3. Shortlisting by individual recruiting entities shall be restricted to maximum **fifteen times** of the number of vacancies in that particular organisation, which are expected to be filled up from a particular Campus Placement Programme centre.
 1. The Committee has also decided minimum CTC for the companies who will participate in Campus Placement Programme **August–September, 2011** as follows.

At Bangalore, Hyderabad, Chennai, Kolkata, Mumbai and New Delhi:

- (i) CA firms employing members – Rs.3.00 lacs
- (ii) Any other Company employing members – Rs.4.00 lacs

At other centres viz Baroda, Bhubaneswar, Ernakulam, Nagpur, Coimbatore, Indore, Kanpur, Chandigarh, Ahmedabad, Jaipur, Pune:

- (i) CA firms employing members – Rs.2.50 lacs
- (ii) Any other Company employing members – Rs.3.25 lacs

4. Companies must give centre-wise indicative figures for recruitment so that they can shortlist the candidates centre-wise accordingly.
5. **Consideration of lowest CTC for allotting day/slot priority**
If companies are giving two different pay packages to different categories such as rank holders and non-rank holders, the lower amount paid to the candidates shall be taken into consideration for granting the day slots **e.g.** If a Co "X" mentions the CTC to be 8 lacs for rank holders and Rs 5.6 lacs to other candidates, then the Rs 5.6 lacs CTC would be considered for allotting the days.
6. Requirement of signing of Bond by companies- If a company requires signing of a bond with the candidates, then they must specify the :
 - a. Period of the Bond
 - b. The amount of the Bond
7. At the time of interview, companies must have, in the interview Board a representative from Technical side and a representative from HR side and decisions on the selection should be communicated to the candidates on the same day.
8. Companies should not interact directly with candidates for collecting hardcopies of Bio data etc.
9. The participation fees should be remitted at ICAI head office New Delhi . The fee in the form of Cheque/DD may also be deposited with any Branch/ Regional office in consultation with CMII, New Delhi. **The fee is not refundable.**
10. Access to the candidate database shall be allowed only after the **receipt of participation fee by CMII Secretariat latest by last date of registration.** Fee is chargeable even in case a recruiting organization withdraws after confirming the participation and only data access has been given.

11. The companies participating will have to register online on placement portal www.cmii.icaai.org on or before registration date.
12. Participating companies will have to provide the list of shortlisted candidates online on placement portal www.cmii.icaai.org.
13. Final list of candidates appearing for interview will be available online on placement portal www.cmii.icaai.org one day after consent date by candidate at respective centres.
14. Once a company has selected any candidate and the offer is accepted by the candidate, it is the responsibility of the company to inform the organizers and provide the offer letter duly signed by them to the candidate who had accepted the offer.

New feature added in Campus Placement Programme : Two round of shortlisting by companies: At each of the centre, now companies may shortlist twice.

Step 1: After first round of shortlisting by companies, candidates would mark their consent online.

Step 2: First round of consent date will be closed and now company can see and shortlist the remaining candidates from that particular centre and following data will be visible to company for shortlist.

- a. candidate who have not been shortlisted by any company
- b. candidate shortlisted but have not given consent to any company
- c. candidate has given consent to 1-2 companies

Step 3: Again the shortlisted candidates in second round can give their consent.

Step 4 : Also second round shortlisting will be restricted to total vacancy * 15 times ie (previous consent + new shortlisting total = vacancy * 15 times).

15.

F. Indicative guidelines for Candidates:

1. A candidate can appear for only **Five** interviews irrespective of the fact that he/she is short listed by several organisation but at the moment he is offered job by any organisation and is accepted by him/her in writing then the candidate will not be permitted to attend the rest of the campus interviews.

2. Eligibility for appearing in Campus Placement Programme to be held in August-September, 2011.

The candidates who fulfil the following criteria are eligible to appear in the Campus Placement Programme to be held in **August–September, 2011**:

Sl.No.	Criteria	Completion of GMCS Course	Completion of Articledship	Submission of Application for ICAI Membership*
1	Clearance of Final Examination of Chartered Accountancy Course	May , 2011	31st October, 2011	31st October, 2011
2	November and May, 2010 and November, 2009 or whose CA Final results were declared in revaluation/re verification after 26th March, 2011 and completing their articleship or GMCS upto 31st October, 2011	Between 1 st May 2011 and 31 st October, 2011	Between 1 st May 2011 and 31 st October, 2011	15 th November, 2011

*While attending the Orientation Programme/Campus Interviews candidates should either carry the relevant proof of applying for the membership of the Institute or should submit a written declaration that they would apply for the membership by 15th November, 2011.

3. Attending of Orientation Programme for the Newly Qualified Chartered Accountants shall be compulsory for participation in Campus Placement Programme.
4. **Dress Code** as prescribed and approved by the Council for the Members of ICAI has been made mandatory for attending the Campus Placement Programme **August-September, 2011**. Kindly visit <http://www.cmii.icaai.org/imgs/recommend.pdf>.
5. Candidates opting for centres like **Bangalore, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi** shall fill in their **second choice** Online from the centres like **Ahmedabad, Baroda, Bhubaneswar, Coimbatore, Ernakulam, Indore, Jaipur, Kanpur, Chandigarh, Nagpur and Pune** on placement portal <http://www.cmii.icaai.org>.

If any company from **Bangalore, Chennai, Hyderabad, Kolkata, Mumbai and New Delhi** centres does not select the candidate or candidate does not accept the offer, their database would be merged (**after validation within the date of resubmission**) with the centre of their second choice from the **Ahmedabad, Baroda, Bhubaneswar, Coimbatore, Ernakulam, Indore, Jaipur, Kanpur, Chandigarh, Nagpur and Pune**. Also these candidates would be given **five** fresh chances to select company at second choice centre.

Candidates opting for centres like **Ahmedabad, Baroda, Bhubaneswar, Coimbatore, Ernakulam, Indore, Jaipur, Kanpur, Chandigarh, Nagpur and Pune as first choice** can not choose second centre from remaining cities.

6. From Day 3 in Campus Placement Programme at bigger centre (Bangalore, Chennai, Kolkata, Mumbai and New Delhi) and Day 2 onwards at smaller respective centres a candidate may be allowed to appear for interview, if not selected earlier, in case, there is an **open interview** by any company.
7. No registration (participation) fees would be charged from the candidates.
8. Once finally selected by any company and accepting the offer by signing the offer letter, the candidate cannot appear for any other interview or accept job from the recruiting organisation that have interviewed him/her earlier.
9. The last dates for filling up online application forms for the candidates, shortlisting details, consents for appearing in the interviews of the various participating organizations will be as per the details given on www.cmii.icaai.org.
10. The shortlisted candidates from the respective companies are required to go through the Online Presentations hosted by the participating companies in their login which would provide them details regarding the Job Profile, Place of Posting offered etc.

New feature added in Campus Placement Programme : Two round of shortlisting by companies: At each of the centre, now companies may shortlist twice.

Step 1: After first round of shortlisting by companies, candidates would mark their consent online.

Step 2: First round of consent date will be closed and now company can see and shortlist the remaining candidates from that particular centre and following data will be visible to company for shortlist.

- a. candidate who have not been shortlisted by any company
- b. candidate shortlisted but have not given consent to any company
- c. candidate has given consent to 1-2 companies

Step 3: Again the shortlisted candidates in second round can give their consent.

Step 4 : Also second round shortlisting will be restricted to total vacancy * 15 times ie (previous consent + new shortlisting total = vacancy * 15 times).

Advices to the candidates

1. Organisations participating in the Campus Placement Programme prefers that the candidates selected by them should be ready to join the organisations immediately and should not claim that their GMCS / Articleship is pending and requires more time to join, which will affect the overall quality of the campus placement programme and its success which primarily driven by number of organisations participating and the positions offered. Accordingly these cut off dates have been prescribed.
2. Where the candidates have qualified in **May, 2011** final examination but their articleship and/or GMCS is not completing on 31st October, 2011, they shall be permitted to appear in the Campus Placement Programme to be held in **Feb-March, 2012**
3. Candidates should not select a Campus Interview Centre which is/are far away from their place of residence because companies at chosen centre may decide the posting location of the candidate presuming that they belong to that particular Campus Interview Centre area. (In other words such candidate may face problem relating to location of the posting).
4. Before applying for Campus Placement programme kindly make sure the following
 - a. You are in genuine need of a Job and wish to utilize the ICAI's Campus Placement Programme for the same.
 - b. You will select the company (for attending the Interviews) in which you are really interested to join, if you get job offer in that Company.
 - c. If you join an organization through this Campus Placement Programme, you will continue to work in the particular organization for a reasonable period of time with a view to maintain and improve the image of Campus Placement Programme of ICAI.

INVITATION TO EMPLOYERS

Organisations intending to recruit Newly Qualified Chartered Accountants through the scheme given below are requested to get in touch with Secretary, Committee for Members in Industry, Indraprastha Marg, New Delhi - 110002, Tel. No. (011) 30110450/548/549 E-mail: placements@icai.org, mii@icai.org; Fax- +91(11) 30110583 (or) Placement Coordinator, at Tel +91(11) 30110450 or log on to www.cmii.icaai.org or <http://www.icaai.org>.

Chairman, CMII

Steps for registration of companies for campus interviews

Step1: Please fill following proforma for participation in Placement Programme and send it to placements@icai.in, mii@icai.in and campus@icai.in

Sl.No. Questions

Responses

1. No. of Recruitments to be done centrewise by your organization.
2. CTC to be offered to the Chartered Accountants *.
3. Minimum take-home monthly salary *
4. Break -up of CTC * :
5. Job Profile to be provided to the Chartered Accountants alongwith likely place of posting in Department.

6. Working Timing -Whether during the normal working hours or otherwise of the shifts i.e US ,UK or India
7. Age limit of the Chartered Accountants to be recruited.
8. No. of recruitments to be done for General/OBC/SC/ST/PH candidates centre wise.
9. Required Cut off for percentage of Marks/attempt in CA Foundation/Inter/Final, if any.
10. Process of recruitment to be i.e to hold Group Discussion ,Direct Personal Interviews etc.
11. Requirement of Bond, if any-
12. Source of information about the ICAI Placement Programme (please tick mark)
 - ☐ **Based on previous participation**
 - ☐ Advertisement in Newspapers
 - ☐ Advertisement in the Chartered Accountant Journal
 - ☐ Advertisement in Trade Journals
 - ☐ Campus Brochure from ICAI
 - ☐ Telephone call from ICAI Officers
13. Centre of Participation
- In case your organisation is a CA Firm please mention following:**
14. No of Partners
Firm registration number with ICAI

Step 2: On receipt of the responses to the above questions, the CMII Secretariat would allot the Day Slots to the organization for the respective centres based on norms of Priority and availability of the Day Slots.

Step 3: After the allotment of day slots, the organization is required to remit the participation fees accordingly.

Step 4: The participating entity is required to do the online registration on www.cmii.icai.org and fill up the Proforma & payment Form and upload their presentation in their login for the information of the candidates.

Step 5: On the completion of online registration and the receipt of the participation fees the CMII Secretariat would provide the online access to the database of the candidates for shortlisting. The uploading of the presentation is mandatory for obtaining the access to the database of the candidates for shortlisting.

Step 6: The entity is required to do the online shortlisting of the candidates within the specified time frame for the respective centres as per the schedule of placement programme.

Steps for submission of online form for candidate on www.cmii.icai.org for campus interviews

Category 1: Candidates who have qualified CA final in May, 2011 examination and are eligible.

Step 1:

Initial registration: click on http://www.cmii.icai.org/new_cand.asp?typeofcandidate=F and generate your password after filling up the initial registration details.

Step 2: click on http://www.cmii.icai.org/ca_login.asp?typeofcandidate=F and logged in by giving your CA final roll number as user name and password which you have chosen earlier .Fill the registration form which is divided into six parts.

Step 3: **Submit** your form after which you will receive a centre code like DEL-...,MUM-...etc that means you have successfully completed initial steps.

Step 4: After the successful completion of registration, candidates should take the print out of the Print Profile and the Photo Identity Card which they are required to mandatorily carry while visiting for the Orientation programme and Campus Interviews.

Category 2: Candidates who have qualified CA final before May, 2011 examination and are eligible.

Step 1 : Preliminary registration: Click on a separate link given on home page of www.cmii.icai.org for candidates **who have qualified CA final before May, 2011 examination** and fill the details asked for to verify the credentials.

Step 2: You will receive an email and also announcement will be hosted on website confirming the status with new roll number.

Step 3: Initial registration: Click on http://www.cmii.icaai.org/new_cand.asp?typeofcandidate=F and generate your password by filling new roll number received via email from CMII Secretariat.

Step 4: Click on http://www.cmii.icaai.org/ca_login.asp?typeofcandidate=F and logged in by giving your CA final roll number as user name and password which you have chosen earlier .Fill the registration form which is divided into six parts.

Step 5: Submit your form and then you will receive a centre code like DEL-...,MUM-..etc that means you have successfully completed initial steps.

Step 6: After the successful completion of registration candidates should take the print out of the Print Profile and the Photo Identity Card which they are required to mandatorily carry while visiting for the Orientation programme and Campus Interviews.

Disclaimer: The CMII of ICAI reserves the right to change its policy at any point of time as per its discretion.