
BOSAPP.ICA I.ORG

User Manual

CA Student

I. Introduction

The Board of Studies of the institute has great pleasure in introducing an optional Campus Placement Scheme for selection of Articled Assistants by CA Firms. The scheme has been evolved to provide an opportunity to the firms of Chartered Accountants having vacancies for Articled Assistants to interact with the candidates who have either (a) Passed Group-I or both Groups of the IPCC examination, or (b) Passed either of the Groups or both groups of PE-II examination; and are eligible for undergoing articled training for selection as articled assistants in the C A Firms. This scheme at the same time, assists eligible students to get placement in CA Firms for their articled training.

This **BOSAPP.ICAI.ORG** portal assists both eligible CA Firms and students to register for the placement scheme, make appropriate selections, get e-mail updates and facilitate the process for interactions/ interview. The Board will make all arrangements at the specified centres and thereby providing a platform at one or more centres to CA firms as well as eligible students.



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BOS Articles Placement Portal

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CA Student

New User Registration Registered User

CA Firm

New User Registration Registered User Tariff

Important

Schedule Helpline Numbers

The Institute of Chartered Accountants of India
Board of Studies
Proposed Optional Placement Scheme for selection of Articled Assistants by CA Firms

The Board of Studies of the institute has great pleasure in introducing an optional Campus Placement Scheme for selection of Articled Assistants by CA Firms. The scheme has been evolved to provide an opportunity to the firms of Chartered Accountants having vacancies for Articled Assistants to interact with the candidates who have either (a) Passed Group-I or both Groups of the IPCC examination, or (b) Passed either of the Groups or both groups of PE-II examination; and are eligible for undergoing articled training for selection as articled assistants in the C A Firms. This scheme at the same time, assists eligible students to get placement in CA Firms for their articled training.

In supersession of the Announcement published in "The Chartered Accountant" Journal and "The Chartered Accountant Student" Journal - August, 2010 issues, it has been decided to organise the Campus Placement Programme, as a pilot project, only at Delhi in August, 2010. The CA Firms having their Head offices/branch offices registered with the Institute in Delhi and having vacancies of Articled Assistants for posting in Delhi are only eligible to participate in the above programme. Accordingly, candidates who have either (a) Passed Group-I or both Groups of the IPCC examination, or (b) Passed either of the Groups or both groups of PE-II examination; and are eligible for undergoing articled training desiring their posting in Delhi can take part in the placement programme. Based on the experience gained, the programme may be extended to other centres, in future, in a phased manner.

This BOSAPP.ICAI.ORG portal assists both eligible CA Firms and students to register for the placement scheme, make appropriate selections, get e-mail updates and facilitate the process for interactions/ interview. The Board will make all arrangements at the specified centres and thereby providing a platform at one or more centres to CA firms as well as eligible students.

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II. Guide for CANDIDATE

Process Overview and Role of Candidate

Each candidate has to fill a detailed form online that captures his personal and education details, apart from details on Articled Training 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 CA Firms participating in the Campus Interview also register in the site.

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

The Candidate can view the list of CA Firms 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 CA Firm can make an offer / decline the candidate. The Candidate in turn can Accept or Decline the Articled Training 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://bosapp.icai.org>.
2. In the Home page, click on New User Registration under "CA Student".
3. Enter the mandatory details: Name, Student Registration Number, 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. You will also receive an email confirmation with the username and password to the email id which you have entered during the registration.



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Welcome to bosapp.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

First Name * Middle Name Surname

Please type your FULL NAME as it appears in your Institute form.

Please enter your **Student Registration Number**

Student Registration Number * CRO0000011

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 * kiran@icommtechnologies.com

Alternate Email Id

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.

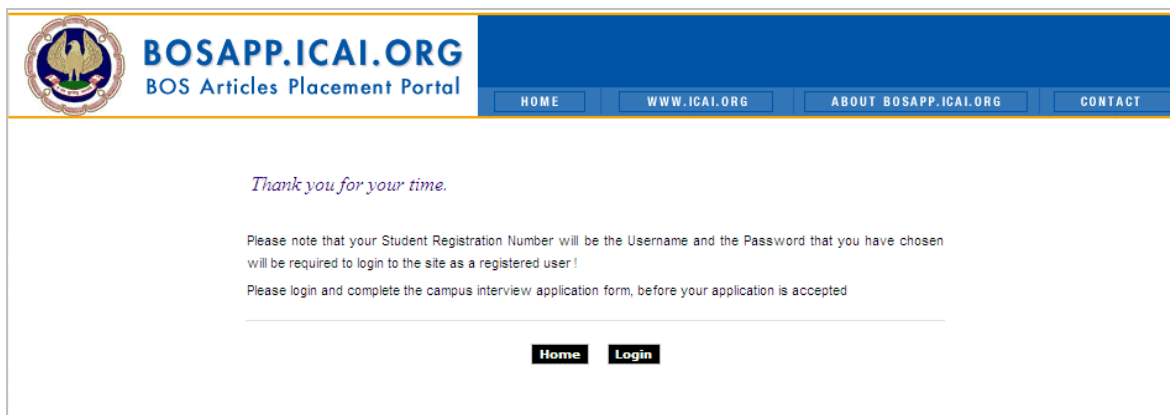
Password *

Confirm Password *

*You have completed **only** the initial registration. Please login once again using your user name and password to **complete and submit** the Campus Placement Registration Form, and then only you would be eligible to be considered by the recruiting entities.*

Submit

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Thank you for your time.

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

Please login and complete the campus interview application form, before your application is accepted

Home Login

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

The screenshot shows the login interface for a registered user. At the top, there is a header with the BOSAPP.ICAI.ORG logo and navigation links: HOME, WWW.ICAI.ORG, ABOUT BOSAPP.ICAI.ORG, and CONTACT. Below the header, the page is titled "Registered User - Candidate". It features a login form with two input fields: "Student Registration Number" (containing "CRO0000011") and "Password" (containing four dots). There is a checkbox labeled "Remember my ID on this computer" and a "Login" button. Below the form, there is a link: "Forgot your Password ? [Click here](#) for Help." At the bottom, there is a footer with copyright information: "© 2010 ICAI. All Rights Reserved." and links for "Privacy Policy", "Feedback", "Disclaimer Statement", and "Credits".

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

The screenshot shows the home page of the BOSAPP.ICAI.ORG portal after a successful login. The header includes the BOSAPP.ICAI.ORG logo and navigation links: ABOUT BOSAPP.ICAI.ORG, CONTACT ICAI, REGISTRATION FORM, CAMPUS INTERVIEW, INTERVIEW RESULT, and LOGOUT. A "Menu Bar" is highlighted with a red box. Below the header, the page displays a welcome message: "Saikiran . Welcome to bosapp.icai.org !". It also includes instructions: "Please click on the 'Registration Form' tab on the top row and fill in further details and the subsequent tabs for 'Campus Interview' and 'Interview Result'. You can click on the 'Logout' Tab to exit your login." There are two download links: "Download User Guide for Registration Form" and "Download User Guide". A section titled "Schedule" contains a table with activities and their opening and closing dates.

Activity	Opening Date (10.00 a.m.)	Closing Date (10.00 p.m.)
1. Registration of CA Firms	07-Aug-10	16-Aug-10
2. Registration of Candidates	07-Aug-10	13-Aug-10
3. Availability of Candidates' database to CA Firms	14-Aug-10	17-Aug-10
4. Last Date for short-listing of Candidates by CA firms	20-Aug-10	20-Aug-10
5. Consents to be received from candidates in order of preference	21-Aug-10	23-Aug-10
6. Availability of data of Candidates from where consents/ confirmations have been received for Interviews/ Interactions:	25-Aug-10	29-Aug-10
7. Interview Dates	27-Aug-10	29-Aug-10

Below the table, there is a note: "If you face any difficulty while Registering Online, please contact CMAI Secretariat - Placements Desk for assistance." At the bottom, there is a footer with copyright information: "© 2010 ICAI. All Rights Reserved." and links for "Change Email ID", "Change Password", and "[CANDIDATE]".

6. 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.

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REGISTRATION FORM CAMPUS INTERVIEW INTERVIEW RESULT LOGOUT

Registration Form « back forward » HOME

Student Registration for Campus Placement Programme for Selection of Articled Assistants by firms of Chartered Accountants

The registration form for the Campus is divided into 6 sections viz.

- Personal Details
- Education Details
- Training Details
- Work Experience
- Hobbies & other Achievements
- Articled Training Preference
- Declaration

In each section, please note that all the fields marked * HAVE to be filled in.

After providing the necessary details, click on the **Save & Next** button at the bottom of the screen to proceed to the next section.

In the last section Declaration, after reading the content, click on the **Confirm** button to complete your registration.

Please click on the **Continue** button to begin.

Instructions for filling the Campus Interview Form **Continue**

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7. You are in the **Personal Details** section. Fill in the necessary details and click on the **Save & Next** button.

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REGISTRATION FORM CAMPUS INTERVIEW INTERVIEW RESULT LOGOUT

Registration Form « back forward » HOME

Aruna Giri Student Registration Number :CRO00000001 Email Id :001@icomm.com

Personal Details · Education Details · Training Details · Work Experience · Hobbies · Articled Training Preference · Declaration

Personal Details *mandatory fields

Sex * ☒ Male ☐ Female

Date of Birth * 5 July 1969

Address for Correspondence * 44/06, 53 street,
53rd Street, 9 th Sector
Chetpat

City / Town * Coimbatore

Country India

Pincode * 600034

Marital Status Single

Mobile #

Phone No. # 044 - 25412254
STD Code - Number

Fax No. -
STD Code - Number

Mobile/Phone No. is mandatory

Save & Next

© 2010 ICAI All Rights Reserved. Change Email ID Change Password [CANDIDATE]

8. You are in the **Education Details** Section. Fill in the necessary details and click on the Save & Next button.

Aruna Giri Student Registration Number : **CR00000001** Email Id : **001@icomm.com**

Personal Details - Education Details - Training Details - Work Experience - Hobbies - Articled Training Preference - Declaration

Education Details

* mandatory fields

S.No	Name of Examination	Board/University/ICAI	Year	% Marks	Rank/Medal
1.	10th*	Kamban High Sec School	2000	65	
2.	Higher Secondary (12th)*	CSC Metric	2002	49.75	
3.					
4.					
5.	CPT*		Nov 2010	55	
6.	PCC/ IPCC*		May 2010	52.32	

CPT
Attempt* ☒ First ☐ Subsequent

PCC/ IPCC

Group I*	Month & Year	Attempt
	May 2010	☒ First ☐ Subsequent
Group II	May	☒ First ☐ Subsequent

Other Courses

* Cumulative Grade Point Average

S.No	Name of Examination	Board/University/Institution	Year	% Marks	Grade/CGPA*
1.	Law				
2.	ICWA Inter Exam.				
3.	ICWA Final Exam.				
4.	CS Inter Exam.				
5.	CS Final Exam.				
6.	Any Other (Please Specify)				
7.					
8.					

Save & Next

9. You are in the **Training Details** Section. Fill in the necessary details and click on the Save & Next button.

Aruna Giri Student Registration Number : **CR00000001** Email Id : **001@icomm.com**

Personal Details - Education Details - Training Details - Work Experience - Hobbies - Articled Training Preference - Declaration

Training Details

Orientation Course

Date of Completion* 1 September 2010

ITT

Date of Completion* 18 April 2010

Save & Next

10. Fill in the necessary details in the **Work Experience** Section and click on the Save & Next button.

Aruna Giri Student Registration Number: **CR00000001** Email Id: **001@icomm.com**

Personal Details - Education Details - Training Details - **Work Experience** - Hobbies - Articled Training Preference - Declaration

Work Experience (current job to be listed first) *mandatory fields

☒ Yes ☐ No

S.No	From Month Year	To Month Year	Name of Organization	Location	Emp. Strength	Gross Salary Drawn (pa)	Designation	Area(s) of Work
1.*	Apr 2003	Oct 2004	Organization	Chennai	1-50	500000	Manager	-
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Areas of Current Specialisation (Job Area)*

Financial Management
Accounting
Audit
Direct Taxation

Others (please specify)

Current Industry* Financial Services

Others (please specify)

Save & Next

11. Enter **Hobbies** and click on the Save & Next button.

Aruna Giri Student Registration Number: **CR00000001** Email Id: **001@icomm.com**

Personal Details - Education Details - Training Details - Work Experience - **Hobbies** - Articled Training Preference - Declaration

Achievements (Please bring proof during interview)

Obtained Scholarships / Prizes / Certificate of Merit in Studies ☒ Yes ☐ No

Won Prizes/Medals, etc. in Games/Sports ☒ Yes ☐ No

Won Prizes in Debates ☒ Yes ☐ No

Participation in Social Programmes, etc. ☒ Yes ☐ No

Any Other (please specify) Achievement 1

Hobbies

Hobbies

Hobby 1
Hobby 2
Hobby 3

Save & Next

12. Specify your Job Preference details in **Articled Training Preference** and click on the Save & Next button.

Aruna Giri Student Registration Number: **CR00000001** Email Id: **001@icomm.com**

Personal Details - Education Details - Training Details - Work Experience - Hobbies - **Articled Training Preference** - Declaration

Preference Regarding the Articled Training *mandatory fields

Passport* ☒ Yes ☐ No
In your interest you are advised to start the process for obtaining the passport

Passport Number AQCP45682/3652/563

Have you participated in Three Months residential programme conducted by NIFM, Faridabad/IIM Indore/LN Mittal Institute of Technology, Jaipur* ☐ Yes ☒ No

Campus Interview City* New Delhi

Save & Next

13. Read the **Declaration** and click on Agree / Don't Agree button.

Declaration

- I wish to utilize the ICAI's BoS Campus Placement Programme for joining a CA Firm for undergoing Articles training as per CA Regulations.
- I shall serve my articulated training with the CA Firm as per ICAI guidelines/ rules/ regulations
- I would make my own traveling and staying arrangements and that neither the Institute nor the prospective employer (CA Firm) shall bear any cost in this regard. I understand that this is a part of an exercise by the Institute aiming at facilitating selection process; and the Institute in no way responsible for non-selection/ non-placement by CA Firm (s) and that is in no way connected with any further obligations / liabilities / eventualities arising out of taking up such employment.
- I clearly understand that the CA Firms wishing to provide articulated training to eligible students will prepare shortlists on the basis of their own criteria. It is clear to me that the Institute cannot in any way ensure that all candidates will be interviewed/ selected.
- I declare that I have Qualified in IPCC Group I/ Both Groups Examination and I meet the eligibility criteria for attending the forthcoming Campus Placement Programme
- I shall follow the office timings of the CA Firm and will not attend any coaching class during the office hours.
- The CA Firms would be paying stipend during my articulated training as per ICAI regulations.

I hereby certify that the information filled by me on this portal is correct to the best of my knowledge and belief . I also agree to abide by the above declaration.

☒ I Agree ☐ I Don't Agree

[Click here to View Profile](#)

14. **View profile** screen and click on Submit

View Profile

Aruna Giri Student Registration Number : CR00000001

Personal	Education	Training	Work Experience	Hobbies	Articled Training Preference
Sex	Male				
Date of Birth	Jul 06, 1969				
Address for Correspondence	44/06, 53 street, 53rd Street, 9 th Sector Chetpat				
City / Town	Coimbatore	Pincode	600034		
Phone No.	044-25412254	Mobile			
E-Mail	001@icomm.com	Fax No.			
Marital Status	Single				

[Edit](#) [Submit](#)

Your Application Form for the Campus Interview has been registered.
Your Code is : **DEL - 7**

[Click here to Print Profile](#)

15. With this the process of registering your CV for the Campus Interviews with ICAI is complete.

16. 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.

Candidate Information

Aruna Gini Student Registration Number : CRO0000001 Code : DEL - 7

PERSONAL DETAILS

Sex	Male	Date of Birth	Jul 06, 1969
Address for Correspondence	44/06, 53 street, 53rd Street, 9 th Sector Chatpat		
City / Town	Coimbatore	Pincode	600034
Country	India	Phone No.	044-25412254
E-Mail	001@icomm.com	Mobile	
Fax No			
Marital Status	Single		

EDUCATION DETAILS

Name of Examination	Board/University/ICAI	Year of Passing	% Marks	Rank/Medal
10th	Kamban High Sec School	2000	65	
Higher Secondary (12th)	CSC Metric	2002	49.75	
CPT		November 2010	55	
PCC/ IPCC		May 2010	52.32	

CPT		PCC/ IPCC		Month & Year	Attempt
Attempt	1	Group I		May 2010	1
		Group II		May 2009	1

Print

17. Your profile will now be available to all the Recruiting CA Firms. You will be instructed about the date when you can login to the site to check the status of your application.
18. On the specified date, you can access bosapp.icai.org. Click on Registered User under "CA Student" on the Home page, and Login as before.

19. Stage – 2 : Click on **Campus Interview** in the top Menu bar. You will see the list of CA Firm/CA Firms 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 CA Firm, he/she will not be allowed to attend further interviews – even if he/she has been shortlisted by other CA Firms or the interviews of a particular CA Firm is opened to all (without restriction regarding shortlisting).

 Last Date to Select Your preference is **Aug 23, 2010**

Campus Interviews

Listed below are the Companies for which your name has been shortlisted for the Campus Interview.

Please indicate your preference by clicking on the check box.

Note : You can select a maximum of 1 Employers from the list.

Note : Companies might remove your name from the shortlist just before the interview also.

[Campus Interview Schedule](#)

	Employer Name	Interview Date	Int. Info	Select
+	ICOMM	Aug 27, Aug 28, Aug 29		☐
+	14partner	Aug 27, Aug 28, Aug 29		☐

[+ View Employer Profile](#)

[View more Interview Information](#)

20. Select the CA Firms 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 CA Firms.
21. The interviews will be held at the ICAI centers on the date specified.
22. 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.
23. Use the check box in the last column to accept the CA Firm offer.