

Frequently Asked Questions (FAQs)

For Employers / Companies

1. Who is eligible to register as an employer on the CA Jobs Portal?

Any legally registered company, firm, LLP, organization, or institution seeking to hire qualified Chartered Accountants (CAs) may register on the portal. Recruitment agencies, consultants, and third-party staffing firms are not permitted to register.

2. How do I register my company on the portal?

Step 1: Visit the CA Jobs Portal and click "**Company Registration.**"

Step 2: Enter the required details and create your login credentials.

Step 3: Log in and complete your company profile under "**Update Profile.**"

Step 4: Submit the profile for verification and approval.

3. Is there any registration or job posting fee?

No. Registration, profile creation, and job postings on the CA Jobs Portal are completely free of charge.

4. How can I post a job vacancy?

After logging in to your employer dashboard:

- Click "**Add New Job.**"
- Enter the job title, job description, qualifications, experience requirements, location, compensation details, and other relevant information.
- Review the details and submit the vacancy for publication.

5. Can I modify or delete a job posting after it is published?

Yes. Employers may edit, update, or withdraw job postings at any time through their dashboard.

6. How can I review applications and shortlist candidates?

Applications received against your job posting can be viewed under the "**Applications**" section. Employers may review candidate profiles, resumes, and qualifications before shortlisting suitable candidates for further stages of the recruitment process.

7. Can ICAI use our company name and logo for promotional activities?

Yes. By providing consent during registration, you authorize ICAI to use your company name and logo in communications, publications, reports, and promotional material related to the CA Jobs Portal.

8. Are employers required to follow any recruitment guidelines?

Yes. Employers are expected to:

- Follow ICAI's professional and ethical standards.
- Ensure fair and non-discriminatory recruitment practices.
- Maintain confidentiality of candidate information.

- Communicate recruitment decisions professionally.
- Honour employment offers extended through the portal.

9. Can we post opportunities for BAA Certified Candidates?

We are in the process and will update employers to post vacancies for the same.

10. Whom should I contact for technical support?

For any technical assistance or portal-related queries, please contact:

CA Jobs Portal Support Team

Email: support.cajobsportal@icai.in

For Qualified Chartered Accountants (Members)

1. Who can apply for jobs through the CA Jobs Portal?

At present only qualified Chartered Accountants holding a valid ICAI membership are eligible to access and apply for opportunities available on the portal.

2. Is there any fee for registration or applying for jobs?

No. Access to the portal and submission of job applications are completely free for eligible members.

3. How do I access the CA Jobs Portal?

Eligible members can log in using the credentials shared by ICAI on their registered email address. No separate registration is required.

If you have not received your login credentials, please check your spam or junk folder or contact the support team.

4. How do I apply for a job?

To apply for a job:

- Log in to the portal.
- Complete your profile and upload your latest resume.
- Browse available opportunities.
- Select the desired position and click <https://cajobs.icai.org/#/signin>

Please ensure that all mandatory profile details are updated before submitting an application.

5. Can I apply for multiple job opportunities?

Yes. Members may apply for multiple positions based on their qualifications, experience, and interests.

6. How can I track the status of my applications?

All submitted applications and their current status can be viewed through your member dashboard.

7. Can I update my profile after registration?

Yes. Members may update their personal information, professional experience, qualifications, skills, and resume at any time through the portal.

8. What types of opportunities are available on the portal?

The CA Jobs Portal features opportunities across various industries and sectors, including:

- Full-time employment
- Work-from-home opportunities
- Flexible work arrangements
- Contractual assignments
- Post-retirement engagements
- Opportunities suitable for specially-abled professionals

9. Is my information secure and confidential?

Yes. The portal follows appropriate security measures to protect member information. Personal details and application records are used solely for recruitment-related purposes.

10. Can members holding a Certificate of Practice (COP) access the portal?

Yes. Members holding a valid Certificate of Practice (COP) are eligible to access the CA Jobs Portal.

To activate access:

- Contact the support team and request account creation.
- Obtain login credentials.
- Log in to the portal.
- Submit the prescribed declaration under the "**Update Profile**" section.

Your account will be activated upon successful verification.

11. What should I do if I encounter technical issues?

For technical support or assistance related to portal access, login credentials, or application submission, please contact:

CA Jobs Portal Support Team

Email: support.cajobsportal@icai.in

Need Further Assistance?

For any queries regarding registration, profile management, job applications, or employer services, please contact the CA Jobs Portal Support Team at:

support.cajobsportal@icai.in