FAQs for CA Job Portal, Campus Placement & Mentorship Portal

Q1. How does a member register oneself on the CAJOBS Portal?

Ans. Visit https://cajobs.icai.org and go to the Members tab and Login

Please note: Username is your ICAI Membership No. and the password is your date of birth in DDMMYYYY format. In case unable to reset the password or login, please email your membership no. at cajobportal@icai.in and ask for password.

Q2. How can a member apply for a JOB on the CA JOBS Portal?

Ans. After Login and updating the profile on the portal, member can apply for the active jobs shown in their dashboard and apply for them.

Q3. What benefits does a member get on the CA JOBS Portal?

Ans. Opportunity to find vacancies from primary level to top level

One stop solution to find all the vacancies for Chartered Accountants all across India

Browse jobs categories that are sorted by functions, hot jobs, featured jobs, premium jobs, most viewed jobs etc.

Receive job alerts

Track you application made for a job

View relevant jobs as recommended by the system based on preferred criteria Receive SMS or

Emails by adjusting your privacy setting

Frequently asked Queries (FAQs) related to Campus Placement Programme

Q4. What are the various stages of the Campus Interviews Process?

Ans. Peruse the General Guidelines as given in the Announcement

In case of doubt, please refer to these FAQs

Online Registration by the Candidates on https://cmib.icai.org Submission of the

Undertaking into Candidate Login

Online payment of the fee of Rs 1500/-inclusive of taxes to get the Centre Code e.g

DEL/KOL/MUM Online Shortlisting by the companies First Round

Online Consent by the candidates First Round Online Shortlisting by the companies

Second Round Online Consent by the Candidates Second Round

Q5. What is the eligibility criteria for Campus Placement Programmes?

Ans. The candidates who fulfill certain criteria are only eligible to appear in the Campus Placement Programmes which will be available in the announcement of that campus programme hosted on www.cmib.icai.org

Last updated on: 14th August 2024

Q6. **If a candidate has qualified in the CA Final Exam but the Articleship is not completing in accordance with the Eligibility Guidelines, is he/she eligible for Campus Placement Programme?**

Ans. Where the candidate has qualified in final examination but his/her Articleship training is not completing in accordance with the cut-off dates as mentioned above in the Eligibility Guidelines, he/she shall be permitted to appear in the next Campus Placement Programme. Cut off date will be available in the announcement of that campus programme. Please visit www.cmib.icai.org

Q7. **If a candidate has qualified the CA Final Exam and is below 21 years of age due to which he/she is not eligible to apply for ICAI Membership, is he/she eligible for Campus Placement Programme?**

Ans. A candidate who has completed Articleship training but yet to attain 21 years of age to secure ICAI membership, is required to seek special permission through email at cajob@icai.in for attending Campus Interviews. Such permission is generally given.

Q8. **If a candidate missed registration for campus placement programme, will he be allowed to register in subsequent batch campus programme?**

Ans. From August-September, 2024 campus programme onwards, all final exam pass outs of immediate previous examination, who did not register for the campus for any reason, will be eligible to register.

Q9. **If Eligible, how to register for the Campus Placement Programme?**

Ans. The registration for the Campus Placement Programme shall be online and would be carried out through https://cmib.icai.org

Q10. **While registering for campus placement programme, if the candidate could not fill the entire form at one time, can he/she edit the form again?**

Ans. Yes, the option to edit the form remains open until the entire online form is filled (Till the last date of registration) and successfully submitted and centre code has been allotted (E.g. DEL, MUM etc.) to the candidate.

Q12. **While registering for Campus Placement Programme, if a candidate, due to mistake has given his/her wrong e-mail address or wrong mobile number and wants to change email id then what should the candidate do?**

Ans. The candidate may change email ID or mobile number on his/her own by logging on to the placement portal and the option to change the email ID appears at the profile of the home page (setting section on Update Profile) or need to drop mail at cajob@icai.in before sharing data base with organization.

Q13. **What if a candidate is not selected from the bigger centre from where one has registered? Will the candidate be given four fresh chances to select the Company at smaller Centre?**

Ans. If any candidate of Ahmedabad, Bangalore, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi and Pune centre has not been selected by the company or the candidate does not accept the offer, his/her database would be merged (after validation within the date of resubmission) with the centre of his/her second choice

(smaller centre) i.e. amongst Bhopal, Bhubaneswar, Chandigarh, Coimbatore, Durgapur, Ernakulam, Guwahati, Indore, Kanpur, Lucknow, Nagpur, Noida, Patna, Raipur, Rajkot, Ranchi, Ratlam, Thane, Vadodara & Visakhapatnam. Also, candidate would be given four fresh chances to select company at second choice centre.

Q14. **If a candidate has opted only for (Bigger Centers) centers like Ahmedabad, Bangalore, Chennai, Hyderabad, Jaipur, Kolkata, Mumbai, New Delhi and Pune:**

Ans. When the database would be merged with second choice centre?

The database of the candidates appearing for the interviews at the bigger centres would be merged with their second choice centre after completion of first round of interview, in case the candidates do not get selected or do not give consent to the offer letter at the centre of their first choice subsequent to the completion of interviews at the centre of first choice.

Q15. **Whether a candidate (after database merger) would be allotted a new centre code according to second choice?**

Ans. After the merger of the database to the second choice centre, the candidate would receive a New Centre Code. They would be required to take the Printout of the new Photo-ID Card and profile also. At the Initial stage only the center code for the first center would be visible in the Photo -ID Card of the candidate.

Q16. **Whether the candidate can edit the form after the same has been successfully submitted and unique centre code has been generated?**

Ans. No, there is no option to edit the form after it has been successfully submitted. In the event of not being selected in bigger center but wish to change the smaller centre, you can do so through portal by a specified date, as given in the Announcement.

Q17. **Will there be presentations by the companies at the Campus Interview centers?**

Ans. The PPT can be seen in login of shortlisted candidate only as uploaded by respective organizations who have shortlisted them.

Q18. **How to appear for group discussion (G.D)?**

Ans. The link for attending Group discussion (G.D) will be shared by interested organization at registered email id of candidates 3 - 4 days prior to interview.

Q19. **How to get information about the job profiles, place of posting, CTC, minimum take home salary etc?**

Ans. The shortlisted candidates 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, CTC etc.

Q20. **What would be the criteria of shortlisting by the companies?**

Ans. The criteria for shortlisting is determined by the participating organizations themselves and ICAI does not intervene in the selection process. However, the maximum number of shortlisting by recruiting entities will not exceed 10 times the

number of vacancies they declared. Also, the participating organisations usually shortlist depending upon overall educational qualifications, number of attempts, other attributes, Completion of Articleship training and in case more number of candidates qualify the selection criteria (Restriction being 10 times the number of vacancies), companies may choose on random basis as per their choice.

Organisations may drop the name of a consenting candidate before the interviews, if they find they have got more consents than they were expecting.

Organisations participating in the Campus Placement Programme prefer that the candidates selected by them should be ready to join the organisations immediately and should not claim that their Articleship training is pending and require more time to join, which will affect the very purpose of the campus placement programme and its success which is primarily driven by number of organisations participating and the positions offered.

Q21. What is the second round of shortlisting by companies and how is it beneficial to the candidates?

Ans. The online shortlisting by the participating organizations is done in two rounds at each centre . In case the recruiting entity has not received enough number of consents from the candidates after first round of shortlisting it may opt for second round of shortlisting. Also second round shortlisting will be restricted to total vacancy*10 times i.e. (previous consent + new shortlisting total =vacancy*10 times).

Q22. What would be the criteria for selection in the second round of shortlisting by the companies?

Ans. The criteria for shortlisting the candidates for second round is:

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 database as mentioned below will be visible to company for shortlist -

- candidates who have not been shortlisted by any company

- candidates shortlisted but have not given consent to any company

- candidates who have given consent to 3 or less than 3 companies

Step 3: Again the shortlisted candidates in second round can give their consent within stipulated time limit.

Q23. What if a candidate fails to give consent after first round of shortlisting? Whether the candidate can give consent to the companies that have shortlisted him/her in the first round after being shortlisted in the second round?

Ans. A candidate should give consent upto the last date of consent sending by the candidates as specified in the announcement in each round itself. However, after being shortlisted in the second round the candidate can give consent only to those

companies that have shortlisted them in the second round and not to the companies that have shortlisted them in the first round. In other words, the consent for the shortlisting done in the First Round has to be given on the dates prescribed for the Consent for the First Round and not in the Second Round.

Q24. Are Candidates required to attend all the interviews for which he/she gave consent?

Ans. It is mandatory to attend the interview after giving consent to the company, before a candidate is finally selected by any organization. The moment a candidate is selected by one company he/she can site his/her acceptance declaration and thereafter he is not allowed to appear in further interviews

Q25. What are the Companies that will be participating in the Campus Placement Programme?

Ans. The information regarding participating Companies will be hosted on the placement Portal
    https://cmib.icai.org under 'Latest News'

Q26. What are the facilities that will be provided to candidates by the Institute?

Ans. Timing:- The timing for the Interviews at all days shall be from 9:00 A.M. to 6:00 P.M as far as possible.

Interviews will be conducted through Physical mode. Venue details will be hosted at website. https://cmib.icai.org/.

Link for attending virtual interview, if any will be shared by organization with all consented candidate on their registered e-mail id. The detail for the same will be hosted at website. https://cmib.icai.org/. or shared with the registered mail id.

Q27. What documents a candidate needs to possess at the time of Physical Interview?

Ans. Participants should take the printout of their Photo Identity Card and online Print Profile which is available in their login id, as a proof of their identity for attending Campus interviews. Moreover, Candidates need to possess such documents as are sought by the companies for which they have been shortlisted or to be interviewed. So, please view the portal through your login ID.

Q28. When will open interviews commence in the campus?

Ans. There will be no Open Interviews

Q29. Even after making the payment of registration fee of INR 1500/- plus tax through credit/debit card, if the candidate is not allotted a Centre Code, what should be done?

Ans. While registering online on https://cmib.icai.org for the Campus Placement Programme the candidate is allotted a Centre Code immediately if the transaction is successful.

In cases after making the online payment if the Centre Code is not allotted, the candidates are advised to wait for 24 hrs for centre code and profile generation. In case centre code is not generated, kindly make the payment again and get the

Centre Code, since the time for the online registration is limited. The extra payment that be received, would be refunded in due course of time.

Q30. While making the online payment of the registration fees, if extra payment is made, will it be refunded?

Ans. If the online payment of the registration fees for the Campus Placement Programme is made more than once by any Candidate, then the additional payment would be refunded to the candidate after Campus drive.

Q31. Will Credit /Debit Card be accepted for making the payment?

Ans. Yes, any Credit/Debit Card is acceptable

Q32. Can a candidate make cash payment instead of online payment?

Ans. No. Payments will only be accepted by credit/debit card.

Q33. What will happen if a candidate does not join the organization after signing the declaration?

Ans. INR 5000 will be charged as commitment charges in case a candidate fails to join the organization after signing the declaration. The candidate may also be subject to disciplinary action by ICAI.

Q34. How does a company register itself on the CA JOBS Portal?

Ans. Step wise registration process

Step 1. Visit https://cajobs.icai.org and go to the corporate tab

Step 2. Fill the details in New registration form

Step 3. Then in the dashboard of the company just update the profile of the company

Step 4. Then Subscribe a package by clicking on the right hand corner mentioning my subscription which is currently free of charge, but you have to fill the details then proceed

Step 5. Post a job by clicking on the add new job tab in the dashboard of the company

Q35. How does a company get access to the services provided by the CA JOBS Portal?

Ans. After registration and profile updation by the companies, CMI&B Secretariat approves the details submitted by the company and activate their account.

Then company will be able to subscribe a package "ask the office" to activate the same. After getting approval the company can post a job on the portal.

Q36. What type of Jobs can be posted on the CA JOBS portal?

Ans. Regular Jobs in permanent or Part Time in Nature, Contractual Jobs, Flexi hours Job, Post Retirement Jobs etc.

Q37. What benefits does a company get on the CA JOBS Portal?

Ans. Select from talented pool of Chartered Accountants available at one place.

Automate interview scheduling Conduct interviews through video conferencing

Make payment through payment gateway integrated with the portal

Find relevant profiles of candidates based on their preferences matched

by system Easily and quickly screen out job seekers as per requirements

through advance search

For Members in Industry

FAQs for Mentor and Mentee on Mentorship Portal

Q1. Who can register at on the Mentorship Portal of ICAI -https://mentorship.icai.org ?

Ans. All members of ICAI

Q2. Who can be a mentee and mentor on Mentorship Portal?

Ans. Who can become a Mentor- Member of ICAI positioned as CFO and above in various organizations or Member holding managerial position & having more than 10 years of experience

He/ She should also have an inclination and willingness to spare and spend quality time out of their busy schedule to hold meetings at convenient time for mentoring the young and aspiring CAs.

Who can become a Mentee- A Chartered Accountant aspiring and keen to learn and to join the industry or wants to move up in the corporate ladder, who perceives the need to have a mentor.

Q3. What is the role of Mentor on Mentorship Portal of ICAI?

Ans. Allocate time and energy (2 hours a month on average)

Share knowledge and experience Provide feedback that will help the mentee to improve Provide guidance based on the mentee's learning and development needs Maintain confidentiality

Q4. What is the role of Mentee on Mentorship Portal of ICAI?

Ans. Clearly articulate personal and professional needs Initiate the discussion regarding goals of the mentorship Be committed and assume responsibility for your own professional growth and Development Be receptive to constructive feedback Dedicate time and energy for establishing mentoring goals and make decisions to achieve them

Q5. What is the scheme of mentorship

Ans. Mentor and mentees can apply for the program at: https://mentorship.icai.org

Mentee can self-select their mentor from the database or be matched based on profile competencies by sending online request to one mentor at a time from their dashboard on the portal

Mentor can select maximum 3 mentees at a time.

The mentor receives an email and notification of the request of the mentee and can accept or decline the request within 7 days.

If no response received from the mentor, mentee can search for another mentor

After accepting request of the mentee by the mentor, Mentee can contact the mentor at the time specified by the mentor.

Meetings can be arranged via phone, email, internet through skype or video conferencing or in- person

Auto notifications and emails will be sent to the participants at every step

Each mentorship engagement period ends after six months. After six months, mentor and mentee can start new engagement.

Feedback shall be given by the mentor and mentee about the programme at the end of each engagement.

To reap full benefit from this programme, mentors and mentees are encouraged to actively take on their roles and responsibilities.

Q6. How to register on the mentorship portal?

Ans. Step 1. Visit https://mentorship.icai.org and go to the Members tab and Login

Please note: Username is your ICAI Membership No. and the password is your date of birth in DDMMYYYY format in case unable to reset the password or login please email your membership no. at cmib@icai.in

Step 2. You will need to complete your profile in order to perform further activities on this platform. In addition to the basic data such as name, address , communication details, interest areas , you would also be required to fill in data related to your current profession & role, awards & honors you might have received, degrees & certificates and any other social causes that you might be involved in. Such details will help the mentees / mentors know more about you and make an informed choice when choosing you as a mentor / mentee. Your address and communication details shall not be shared with the mentees without your consent.

In case you would like to become a Mentor then from the basic details Tab choose the option "I would like to become a Mentor" and then proceed to the Mentor dashboard. Similarly by cl icking the "Go to the mentor dashboard button" it will redirect you to Mentee Dashboard.

Step 3. To start a new Mentorship Engagement i.e. to let prospective Mentees know that your are available to mentor them, you will need to click "start a new engagement button". A mentor is allowed only one active Mentorship engagement at a time. Fill in the details such as duration of the engagement, number of mentees you would like to onboard, preferred modes of communication with the mentees, your areas for Mentorship for this particular engagement etc. Your request for mentorship shall be sent to the Administrator for approval. Post approval your profile will be visible to Mentees for application.

Step 4. If you are registered as a mentor then you will need to onboard the Mentees for your current mentorship engagement by approving their requests. Such requests appear under the notification icon or can be viewed by clicking on the mentees icon appearing on the card for the current engagement. You can view the profile of the mentees and their ask from you. You can choose to approve or reject such requests.

Step 5. Once the engagement starts you can communicate with the Mentees via

emailers, chats and meetings i.e. Face to Face, telephonic, video conferencing. You can take on queries and provide answers. You can choose to either accept or reject the requests coming in from mentees to schedule meetings. You can also choose to reschedule or cancel an engagement if required.

FAQs for CPE Study Circles for Members in Industry and Programmes

Q1.   Who can form CPE Study Circles for Members in Industry?

Ans. Any organization through its CA employee who is member in industry in which min 25 members are there in a unit/plant, can form the study circle for members in industry i n accordance with the norms of the CPE Study Circles for Members in Industry available at https://cpeicai.org/wp- content/uploads/2016/07/Updated-Norms-for-the-CPE-Study-Circles-for-Members-in-Industry.pdf