



Placements-icai.org

User Manual

User Manual for Recruiting Experienced Chartered Accountants and Semi Qualified Accounting Professionals

Committee for Members in Industry Secretariat
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I. Introduction

placements-icai.org is a single window recruitment system for Corporates interested in acquiring Qualified Chartered Accountants, Freshers and Semi Qualified Accounting Professionals 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 companies online. This system enables our objective to provide all our professionals located across India with a fair opportunity to choose and know their prospective employers and the career opportunities being made available with them.

II. Recruitment of Qualified Chartered Accountants

Process Overview and Role of Company

www.placements-icai.org, the placement portal of ICAI enables recruiting companies to have access to a vast talent pool of accounting professionals.

Qualified CAs and Semi Qualified Accounting Professionals register on www.placements-icai.org. The Recruiting Company also registers in the site. Thereafter, the Company fills up the Proforma and specifies the time period for which access to the candidate database is required. The Company can now login and create a Job, Search for candidates and Shortlist candidates against each job requirement. The Company can continue this process over a period of time till ICAI permits.

Process Details

Preliminaries:

1. If you are a recruiting entity who wants to utilize ICAI's recruitment portal to source Qualified CAs and Semi Qualified Accounting Professionals, go to the following URL : <http://www.placements-icai.org>
2. In the Home page, click on Register Now under the head '**Company**' New Companies.

The screenshot shows the 'Company Registration' page on the ICAI Placements website. The page has a header with the ICAI logo and the text 'PLACEMENTS-ICAI.ORG'. Navigation tabs for 'ABOUT ICAI', 'CONTACT ICAI', and 'HOME' are visible. The main heading is 'Company Registration', followed by a brief instruction: 'Please provide the following basic information about your company. You can then use the access details to Login to your zone, where the complete information on Tariffs and Campus Interview details are available.'

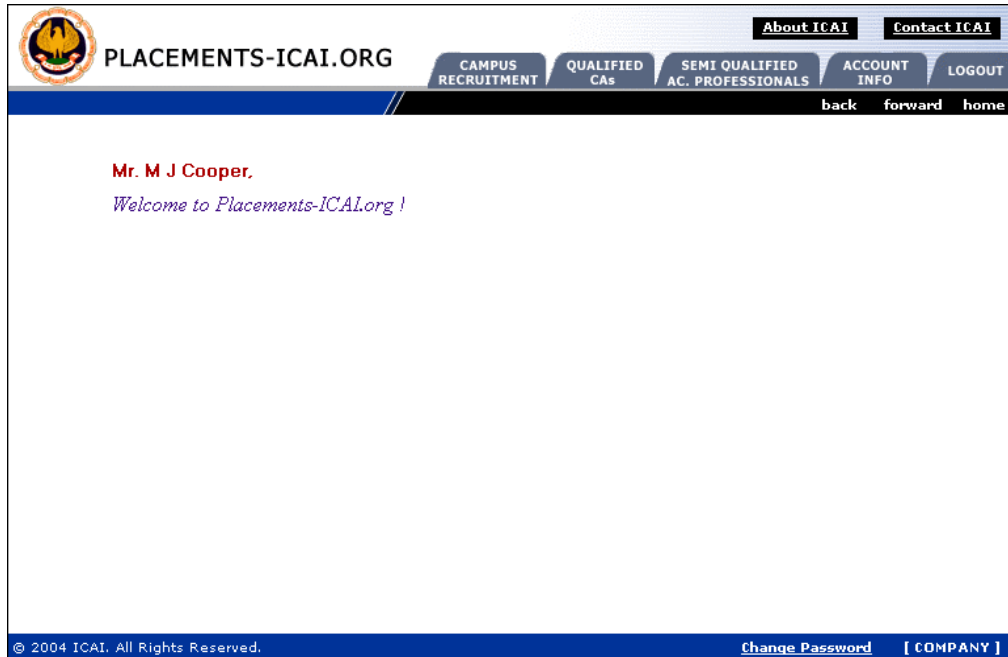
The form is divided into two main sections: 'Company Information' and 'Contact Person Information', both marked with an asterisk to indicate mandatory fields. The 'Company Information' section includes fields for 'Name of the Company*', 'Entity*' (with radio buttons for 'Companies' and 'Firm of Chartered Accountants'), 'Address for Correspondence*', 'Telephone No.' (with three input fields for area code and number), 'Fax No.' (with two input fields for area code and number), and 'Email Id*'. The 'Contact Person Information' section includes 'Contact Person Name*' (with a dropdown menu), 'Contact Person Designation*', 'Mobile*', 'Telephone No.' (with three input fields for area code and number), 'Fax No.' (with two input fields for area code and number), 'Email Id*', and 'Alt. Email Id'. A note states '* mandatory fields'.

Below the registration fields, there is a section for 'User Name*' and 'Password*', with a 'Register' button. At the bottom left, there is a copyright notice: '© ICAI. All Rights Reserved.'

3. Complete all the Mandatory information sought at this point, enter a User Name and Password of your choice and click on **Register**.
4. Please make a note of this User Name and Password for Login purposes.
5. On successful registration the following screen appears:

The screenshot shows a confirmation message in a white box with a black border. The text reads: 'Thank you for your time.' followed by 'Please use the access details specified by you to Login to the site'. At the bottom, there are two buttons: 'HOME' and 'LOGIN'.

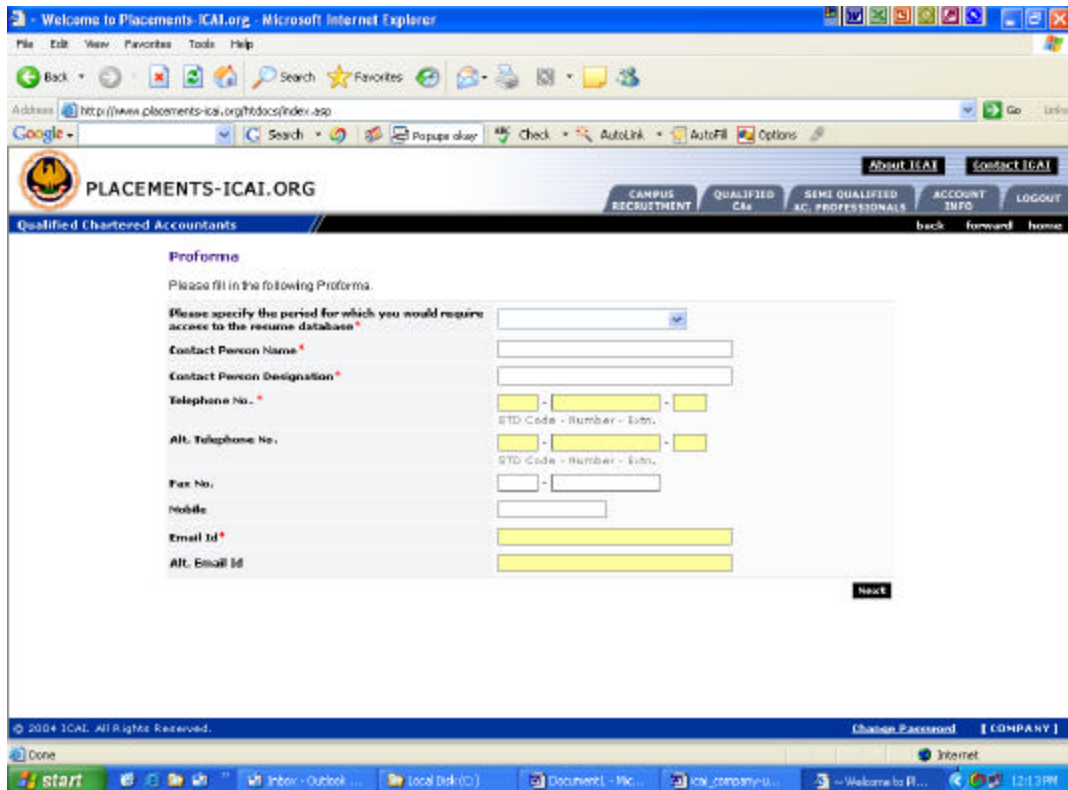
6. Click on **Login** to access your zone in the site. Enter the user name and password specified during registration.
7. For logging in through the home page (for subsequent visits) click on login under the head Company Registered User
8. On successful login, the Home page of your interface appears like the one shown below:



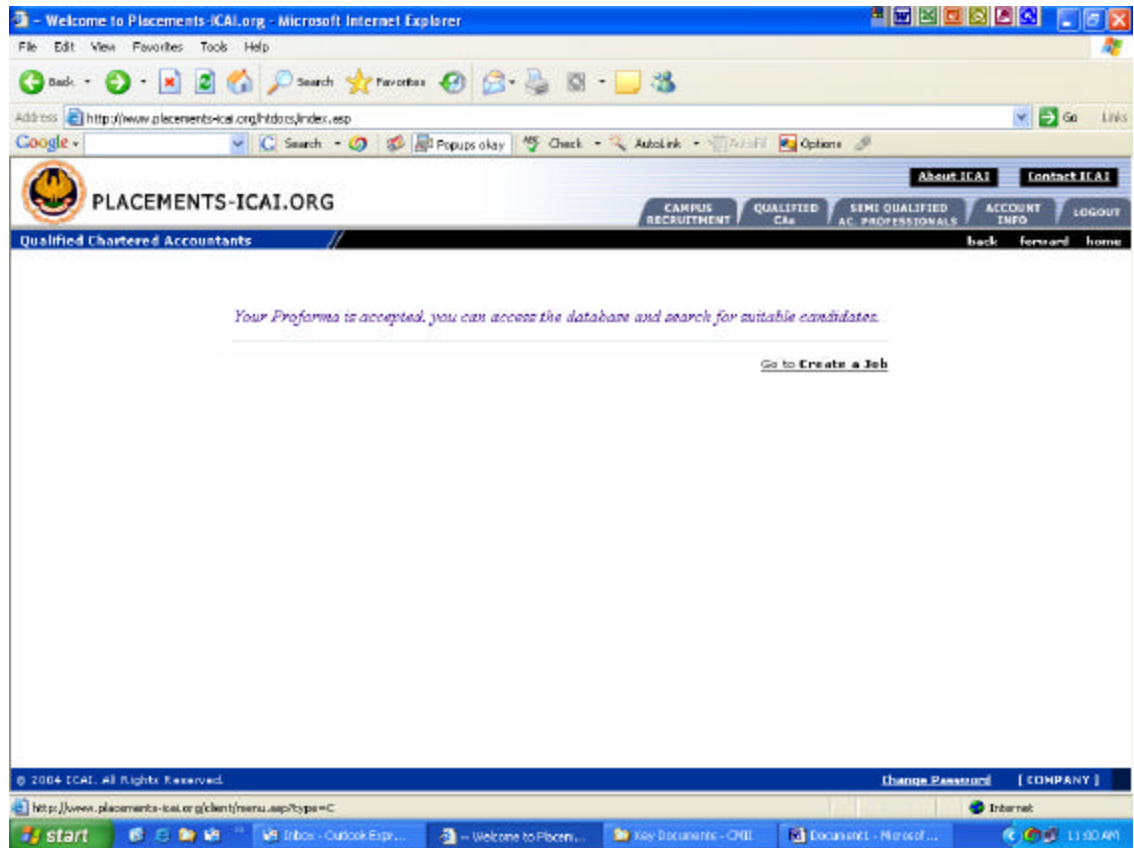
- Click on Qualified CAs or Semi Qualified Accounting Professionals in the Menu bar on the Top. (Depending upon your requirement).



- Please note that the option 'Campus Recruitment' is not applicable here.
- Stage –1: Click on **Proforma** in the Menu bar in the left bar of your screen. Fill in all the mandatory details in the Proforma. Click on Next.



12. After completion of Proforma, Following message will come.



13. You go to create the Job and provide all the mandatory details for Job title, Job Description, Contact information, and the end date for the job position to be fulfilled. After you enter the details, click on **Create**.

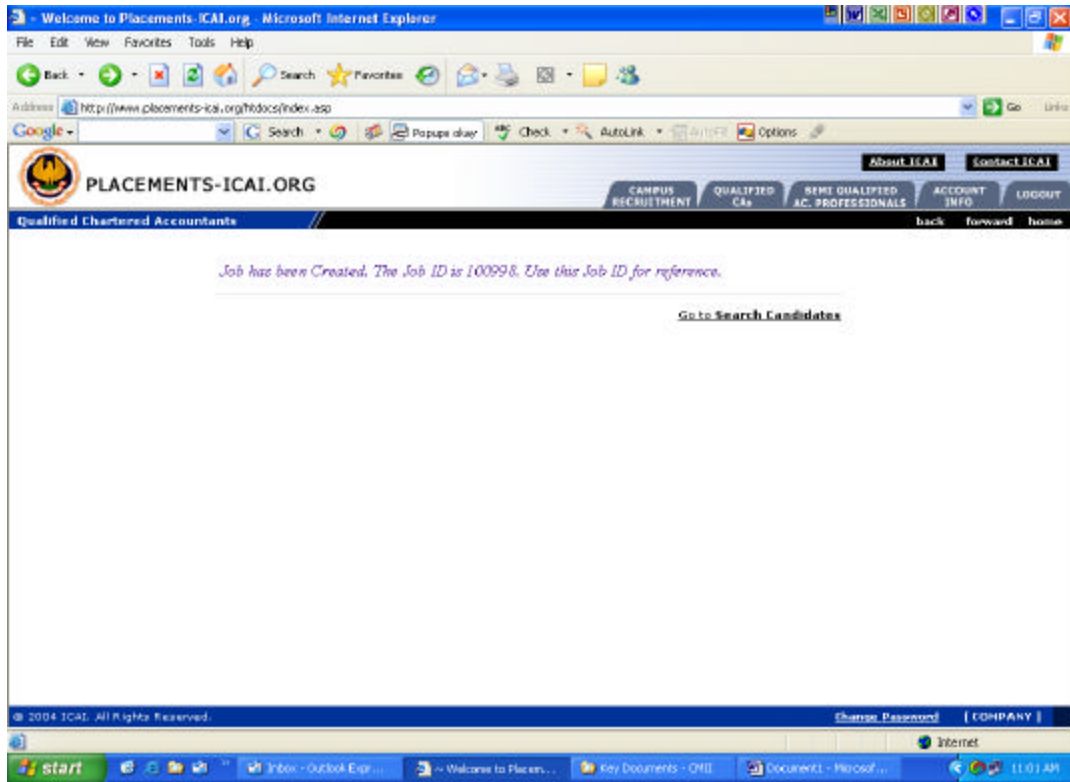
Create a Job

* mandatory fields

Job Title *	<input type="text"/>
Job Description *	<input type="text"/>
Contact Information *	<input type="text"/>
Requirement Fulfilled before *	<input type="text"/> <input type="text"/> <input type="text"/>

Create

A unique Job ID is generated for tracking as can be seen below.



14. Please note that this screen is one of the most crucial steps involved in your filtering process. When you click on the Search button, the screen that appears is shown below and you can fill up appropriate filtering options available. For e.g. In Gender option you may either choose 'either' or 'male' or 'female'

Job Title	Financial Analyst	Job ID	100000
Search - Qualified Chartered Accountants			
Simple Search Advanced Search			
Gender	<input type="text" value="Either"/>		
Age	<input type="text"/> to <input type="text"/> (years)		
City	<input type="text"/>		
Candidate belongs to	<input type="text"/>		
Percentage of Marks in Graduation	<input type="text"/> to <input type="text"/>		
Percentage of Marks in CA Final Exam	<input type="text"/> to <input type="text"/>		
Rank Preference	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Passed in 1st Attempt	<input type="text" value="Both"/>		
Passed both groups in One Sitting	<input type="text" value="Both"/>		
Work Experience	<input type="text"/> to <input type="text"/> (years)		
Expected Salary Package Per Annum (Gross CTC)	<input type="text"/> to <input type="text"/>		
Industry	<input type="text"/>		
Areas of Current Specialisation (Job Area)*	<input type="text"/>		

15. At the top of this screen, there are two options to search the database. First is the Simple search and the other is an Advanced Search. The Advanced Search, as the name suggests is a more detailed search method where multiple scenarios can be entered to search the database. You may choose either or both of these options to view the database and then shortlist.

16. When you will click on the Advance Research button the following screen will come.

The screenshot shows the 'PLACEMENTS-ICAI.ORG' website interface. At the top, there are navigation tabs for 'CAMPUS RECRUITMENT', 'QUALIFIED CAs', 'SEMI-QUALIFIED A.C. PROFESSIONALS', 'ACCOUNT INFO', and 'LOGOUT'. Below this, the search criteria are displayed: 'Job Title: Financial Analyst' and 'Job ID: 100000'. The 'Selection Process' section indicates 'Candidates Available (2)' and shows filters for 'Age: 25 to 25' and 'Sort: None'. A table lists two candidates with columns for Personal Info., Education Info., and Experience Info. At the bottom, there are radio buttons for 'Selected Candidates' and 'ALL Candidates', followed by a 'Go' button which is circled in orange.

Personal Info.	Education Info.	Experience Info.
Candidate Code : 1 Rajani Female Age : 27 rajani@icaimtechnologies.com Married	Graduate CA Found CA Inter 89 CA Final 92 PFA Yes POS No Rank	Reens Developer Since December, 2001 Salary Drawn (pa) Rs. 20000 Total Exp. 3 Years Exp. Gross CTC (pa) Rs. 30000
Candidate Code : 3 test test test Male Age : 56 ganesh@icaimtechnologies.com Single	Graduate CA Found CA Inter 56 CA Final 75 PFA No POS No Rank	org 1 desg 1 Since January, 2004 Salary Drawn (pa) Rs. 50000 Total Exp. 3 Years and 8 Months Exp. Gross CTC (pa) Rs. 900000

17. Click on Submit. You see a database of all the people who qualified for all the parameters specified by you during Search. The screen that appears is shown below:

18. Click on the sign against the name to view the details of this candidate. You can also use the Print option available on the top right corner on the menu. Close this page to come back to the main listing of candidates. Click on the **Check Box** to prepare your shortlist. You can also use the ALL Candidates option at the bottom of the page to shortlist all the candidates appearing in the screen before you.

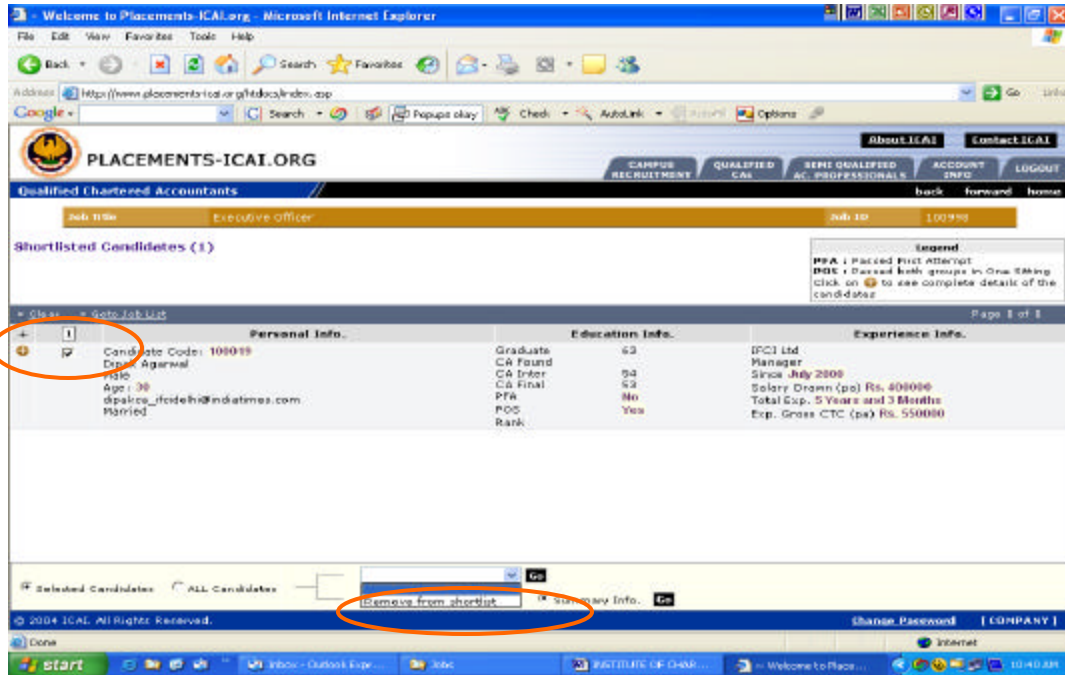
19. Click on **Go**. You will receive the following message.

Selected Candidates have been added to Shortlist.

[Go to Selection Process](#)

20. You can get the contact details of the shortlisted candidates from their CVs and inform them to attend the interview or whatever may be your selection process.

21.Shortlisted can be removed from the selected list as shown below:



HAPPY RECRUITMENT

III. Recruitment of Semi Qualified Accounting Professionals

Process Overview and Role of Company

The placement portal of ICAI enables recruiting companies to have access to a vast talent pool through the www.placements-icai.org website.

Qualified CAs and Semi Qualified Accounting Professionals register on www.placements-icai.org. The Recruiting Company also registers in the site. Thereafter the Company fills up the Proforma and specifies the time period for which access to the candidate database is required. The Company can now login and create a Job, Search for candidates and Shortlist candidates against each job requirement. The Company can continue this process over a period of time till ICAI permits.

Process Details

22. Please Refer **Section II**

21. The Process of recruitment is the same for both Qualified CAs and Semi Qualified Accounting Professionals.

V. Process Snapshot

