
BOSAPP.ICAI.ORG

User Manual

CA Student

I. Introduction

The Board of Studies of the institute has great pleasure in introducing an optional Articles 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 Passed Group-I or both Groups of the Intermediate (Integrated Professional Competence) Course or have been admitted under the Direct Entry Scheme for Intermediate (IPC) Course, 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 candidates shortlisted by CA Firms would be automatically informed by e-mail through the Portal, to appear for interview at their respective Offices, at the designated date and time. The services to the Online Placement Portal are available free of charge for both CA Firms and Students.

The screenshot shows the website's header with the ICAI logo and navigation links: HOME, WWW.ICAI.ORG, NORMS & GUIDELINES, and CONTACT. The main content area is divided into two columns. The left column features a keyboard image and text from 'The Institute of Chartered Accountants of India' regarding the 'Proposed Optional Placement Scheme for selection of Articled Assistants by CA Firms'. The right column contains an 'Announcements' section with a megaphone icon and a 'NEW' tag, followed by sections for 'CA Student' and 'CA Firm', each with 'New User Registration' and 'Registered User' buttons and a 'Download user Guide' link. An 'Important' section at the bottom right has a 'Helpline Numbers' button. The footer includes copyright information and links for Privacy Policy, Feedback, Disclaimer Statement, and Credits.

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 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 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 Interview. The details of venue, time of interview, and some general instructions are available in the site.

After the 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 Articles Placement 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.

BOSAPP.ICAI.ORG
BOS Articles Placement Portal

HOME WWW.ICAI.ORG NORMS & GUIDELINES CONTACT

Welcome to bosapp.icai.org !

Please fill in the following basic information in order to proceed with the Registration to the Portal.

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 (SRN)**. The Ten Digit SRN of say NRO1234567 has to be entered as a single word without any space between region code and number.

Student Registration Number *

You are requested to submit your latest **Email Id** and ensure that it is functional until the interview is over, since the queries/correspondence shall be made only through emails.

Email Id *

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 Articles Placement Registration Form, and then only you would be eligible to be considered by the recruiting entities.**

[Download user Guide](#)

Submit

© 2010 ICAI. All Rights Reserved. [Privacy Policy](#) [Feedback](#) [Disclaimer Statement](#) [Credits](#)

BOSAPP.ICAI.ORG
BOS Articles Placement Portal

HOME WWW.ICAI.ORG NORMS & GUIDELINES CONTACT

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 interview application form, before your application is accepted

[Home](#) [Login](#)

- 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 title is "Registered User - Candidate". The login form contains two input fields: "Student Registration Number" with the value "CRO0000011" and "Password" with four dots. There is a checkbox for "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 "© 2010 ICAI. All Rights Reserved." and links for "Privacy Policy", "Feedback", "Disclaimer Statement", and "Credits".

- 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: NORMS & GUIDELINES, CONTACT ICAI, REGISTRATION FORM, INTERVIEW, INTERVIEW RESULT, and LOGOUT. Below the header, the user's name "Aruna Giri," is displayed, followed by a welcome message: "Welcome to bosapp.icai.org!". There is a yellow button labeled "Update your Article Training Enrollment Status". Below this, there is a "Download user Guide" link and a paragraph of instructions: "Please click on the 'Registration Form' tab on the top row and fill in further details and the subsequent tabs for 'Interview' and 'Interview Result'. You can click on the 'Logout' Tab to exit your login." There is also a lightbulb icon with the text: "If you face any difficulty while Registering Online, please contact Placements Desk for assistance." At the bottom, there is a footer with "© 2010 ICAI. All Rights Reserved." and links for "Change Email ID", "Change Password", and "[CANDIDATE]".

- Candidate has to Choose Registration Type **Common Proficiency Scheme** or **Direct entry Scheme**.

The screenshot shows the registration form on the BOSAPP.ICAI.ORG portal. The header includes the BOSAPP.ICAI.ORG logo and navigation links: NORMS & GUIDELINES, CONTACT ICAI, REGISTRATION FORM, INTERVIEW, INTERVIEW RESULT, and LOGOUT. Below the header, the page title is "Registration Form". The main content area is titled "Registration" and contains two radio buttons: "Common Proficiency Test Scheme" (which is selected) and "Direct Entry Scheme". There is a "Go" button below the radio buttons. At the bottom, there is a footer with "© 2010 ICAI. All Rights Reserved." and links for "Change Email ID", "Change Password", and "[CANDIDATE]".

- Stage -1 : Click on **Registration Form** in the Menu bar at the top. Please read the instructions for filling the interview form before you fill out the registration form.

BOSAPP.ICAI.ORG
BOS Articles Placement Portal

REGISTRATION FORM | INTERVIEW | INTERVIEW RESULT | LOGOUT

Registration Form « back forward » HOME

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

The registration form 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 Registration Form **Continue**

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

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

BOSAPP.ICAI.ORG
BOS Articles Placement Portal

REGISTRATION FORM | INTERVIEW | INTERVIEW RESULT | LOGOUT

Registration Form « back forward » HOME

icomm cand 002 Student Registration Number :NRO0000013 Email Id :arul@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 * 12 | August | 1977

Address for Correspondence * Address One

City / Town * Kolkata

Country India

Pincode * 654789 (Enter pincode as a single word of six digits like 110002)

Marital Status Single

Mobile # 9444444444

Phone No. # 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]

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

a. Common Proficiency Test Scheme



BOSAPP.ICAI.ORG
BOS Articles Placement Portal

[NORMS & GUIDELINES](#) [CONTACT ICAI](#)

REGISTRATION FORM
INTERVIEW
INTERVIEW RESULT
LOGOUT

Registration Form
« back forward » HOME

icomm cand 002 Student Registration Number :NRO0000013 Email Id :arul@icomm.com

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

*mandatory fields

Qualifying Course for Articled Training *

Education Details

S.No	Name of Examination	Board/University/ICAI	Year	% Marks	Rank/Medal
1.	10th*	<input type="text" value="KVK B.H. Sec School"/>	<input type="text" value="2000"/>	<input type="text" value="90"/>	<input type="text"/>
2.	Higher Secondary (12th)*	<input type="text" value="KVK B.H. Sec School"/>	<input type="text" value="2001"/>	<input type="text" value="91"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	CPT*		May <input type="text"/>	<input type="text"/>	<input type="text"/>

Attempt * First Subsequent

6. IPCC*

	Month & Year	Attempt
Group I	May <input type="text"/> 2011 <input type="text"/>	<input checked="" type="radio"/> First <input type="radio"/> Subsequent
Group II	<input type="text"/> <input type="text"/>	<input checked="" type="radio"/> First <input type="radio"/> Subsequent

Other Courses

S.No	Name of Examination	Board/University/Institution	Year	% Marks
2	ICWA			
3	CS			

Save & Next

© 2010 ICAI. All Rights Reserved.

[Change Email ID](#) [Change Password](#) [CANDIDATE]

b. Direct Entry Scheme

BOSAPP.ICAI.ORG
BOS Articles Placement Portal

REGISTRATION FORM INTERVIEW INTERVIEW RESULT LOGOUT

Registration Form « back forward » HOME

Anjali Devi Student Registration Number :NRO0010025 Email Id :Vragavan@icommtechnologies.com

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

*mandatory fields

Qualifying Course for Articled Training * DE

Education Details

S.No	Name of Examination	Board/University/ICAI	Year	% Marks	Rank/Medal
1.	10th*	VSS SCHOOL	2005	55	
2.	Higher Secondary (12th)*	VSS SCHOOL	2007	55	
3.	Graduation Others <input type="checkbox"/>	ACS acs	2010	60% and Above <input type="checkbox"/>	
4.	Post Graduation - Others <input type="checkbox"/>	ACS acs	2012	60% and Above <input type="checkbox"/>	

Subject Studied for Commerce Graduate & Post Graduate * (Click and tick (at least three) papers studied of 100 marks each)

Accounting Auditing Mercantile Laws Corporate Laws Economics
 Management (including Financial Management) Taxation (including Direct Tax Laws and Indirect Tax Laws) Costing Business Administration or Management Accounting

5	ICWA				
	Foundation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Intermediate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	CS				
	Foundation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Executive	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save & Next

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

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

BOSAPP.ICAI.ORG
BOS Articles Placement Portal

REGISTRATION FORM INTERVIEW INTERVIEW RESULT LOGOUT

Registration Form « back forward » HOME

Anjali Devi Student Registration Number :NRO0010025 Email Id :Vragavan@icommtechnologies.com

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

Training Details

Orientation Course

Batch No * 112

Period * From 30 September 2012 To 31 December 2012

ITT

Batch No * 223

Date of Examination Passed* 30 September 2012

Save & Next

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

- 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

Work Experience Yes No

S.No	From		To		Name of Organization	Location	Emp. Strength	Gross Salary Drawn (pa)	Designation	Area(s) of Work
	Month	Year	Month	Year						
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

- 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)

Hobbies

Hobbies

Save & Next

- 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

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

Interview City

Save & Next

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

Declaration

- I wish to utilize the ICAI's BoS Articles 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 (a) Group-I or both Groups of the IPCC examination, or (b) have been admitted under the Direct Entry Scheme and I meet the eligibility criteria for attending the forthcoming Articles 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](#)

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

15. **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 Interview has been registered.

Your Code is : DEL - 42

[Click here to Print Profile](#)

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

17. 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.



BOSAPP.ICAI.ORG
BOS Articles Placement Portal

[NORMS & GUIDELINES](#) [CONTACT ICAI](#)

REGISTRATION FORM
INTERVIEW
INTERVIEW RESULT
LOGOUT

Registration Form

« back forward » HOME

Candidate Information

Anjali Devi Student Registration Number : NRO0010025 Code : DEL - 41

PERSONAL DETAILS

Sex	Female	Date of Birth	Jan 01, 1985
Address for Correspondence	10/22, FIRST FLOOR, 54TH CROSS STREET, 10TH SECTOR KK NAGAR		
City / Town	sdfadfdfsd	Pincode	600078
Country	India	Phone No.	
E-Mail	Vragavan@icomtechnologies.com	Mobile	9840456563
Fax No			
Marital Status	Single		

EDUCATION DETAILS

Scheme	DE			
Name of Examination	Board/University/ICAI	Year of Passing	% Marks	Rank/Medal
10th	VSS SCHOOL	2005	55	
Higher Secondary (12th)	VSS SCHOOL	2007	55	
Graduation Others	ACS acs	2010	60% and Above	
Post Graduation - Others	ACS acs	2012	60% and Above	
Nil				

TRAINING DETAILS

Orientation Course

Batch No	112		
From	Sep 30, 2012	To	Sep 30, 2012

ITT

Batch No	223
ITT Examination Passed Date	Sep 30, 2012

WORK EXPERIENCE

Work Experience	No									
S.No	From		To		Name of Organization	Location	Emp. Strength	Gross Salary Drawn (pa)	Designation	Area(s) of Work
	Month	Year	Month	Year						
Total Work Experience					Year Month					
Areas of Current Specialisation (Job Area)					-					
Current Industry					-					

HOBBIES AND OTHER ACHIEVEMENTS

Obtained Scholarships / Prizes / Certificate of Merit in Studies	Yes
Won Prizes/Medals, etc. in games/sports	Yes
Won Prizes in debates	Yes
Participation in Social Programmes	Yes
Any Other	
Hobbies	

PREFERENCE REGARDING THE ARTICLED TRAINING

Passport	No
Passport Number	Nil
Have you participated in Three Months residential programme conducted by NIFM, Faridabad	Yes
Centre Name	All India

[Print](#)

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

18. 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.

19. 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.

20. Stage – 2 : Click on **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 articles 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).

BOSAPP.ICAI.ORG
BOS Articles Placement Portal

REGISTRATION FORM INTERVIEW INTERVIEW RESULT LOGOUT

Campus Recruitment « back forward » HOME

Interviews
You have already indicated your preference of CA Firms for Interview, as shown below.
Please check Interview Results.

CA Firm	Int. Info	Select
K K GOEL AND ASSOCIATES		

[View CA Firm Profile](#)
[View more Interview Information](#)

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

21. 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.
22. The participating firms will short list the candidates registered on the Portal as per their requirement and call the candidates for interviews/interactions as per date and time convenient to them at their offices.
23. 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.
24. Use the check box in the last column to accept the CA Firm offer.