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.

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.

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

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

6. Candidate has to Choose Registration Type **Common Proficieny Scheme** or **Direct entry Scheme.**

7. Stage –1 : Click on <mark>Registration Form</mark> in the Menu bar at the top. Please read the instructions for filling the interview form before you fill out the registration form.

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

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

b. Direct Entry Scheme

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

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

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

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

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

15. **View profile** screen and click on 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.

NORMS & GUIDELINES   CONTACT ICAI

BOSAPP.ICAI.ORG
BOS Articles Placement Portal

| 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	sdffadfdsfsd	Pincode	600078
Country	India	Phone No.	
E-Mail	Vragavan@icommtechnologies.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 Month	From Year	To Month	To Year	Name of Organization	Location	Emp. Strength	Gross Salary Drawn (pa)	Designation	Area(s) of Work

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

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).

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.