
BOSAPP.ICAI.ORG

User Manual

CA Firm

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 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' badge, followed by 'CA Student' and 'CA Firm' sections, each with 'New User Registration' and 'Registered User' buttons and a 'Download user Guide' link. An 'Important' section with a telephone icon and 'Helpline Numbers' is also present. The footer includes copyright information and links for Privacy Policy, Feedback, Disclaimer Statement, and Credits.

II. Interviews

1. Log on to <http://bosapp.icai.org>
2. In the Home page, click on New User Registration under CA Firm. On clicking the following screen appears



BOSAPP.ICAI.ORG
BOS Articles Placement Portal

[HOME](#)
[WWW.ICAI.ORG](#)
[ABOUT BOSAPP.ICAI.ORG](#)
[CONTACT](#)

CA Firm Registration

Please provide the following basic information about your CA Firm. You can then use the access details to Login to your zone, where the complete information on Tariffs and Campus Interview details are available.

CA Firm Information	Contact Person Information * mandatory fields
<p>Name of the CA Firm * <small>(As per Institute records)</small></p> <input type="text"/>	<p>Contact Person Name * CA. <input type="text"/></p>
<p>Firm Type *</p> <p><input type="radio"/> Proprietorship <input type="radio"/> Partnership</p>	<p>Contact Person Designation *</p> <input type="text"/>
<p>Address for Correspondence *</p> <input type="text"/>	<p>Mobile</p> <input type="text"/>
<p>Telephone No.</p> <p>1 * <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>2 <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>3 <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p style="font-size: small;">STD Code - Number - Extn.</p>	<p>Telephone No.</p> <p>1 * <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>2 <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p>3 <input type="text"/> - <input type="text"/> - <input type="text"/></p> <p style="font-size: small;">STD Code - Number - Extn.</p>
<p>Fax No.</p> <p>1 <input type="text"/> - <input type="text"/></p> <p>2 <input type="text"/> - <input type="text"/></p> <p style="font-size: small;">STD Code - Number</p>	<p>Fax No.</p> <p>1 <input type="text"/> - <input type="text"/></p> <p>2 <input type="text"/> - <input type="text"/></p> <p style="font-size: small;">STD Code - Number</p>
<p>Email Id *</p> <input type="text"/>	<p>Email Id *</p> <input type="text"/>
<p>Email Id *</p> <input type="text"/>	<p>Alt. Email Id</p> <input type="text"/>

Please select a suitable username and password to enable you to login to the site.


<p>User Name *</p> <input type="text"/> <p style="font-size: small;">(User name shouldn't contain special characters blank space)</p>	<p>Password *</p> <input type="password"/> <p style="font-size: small;">(Password should be of atleast four characters and should not contain special characters (/.,*?) blank space)</p>
<p>CA Firm Number (FRN) *</p> <input type="text"/>	<p>Confirm Password *</p> <input type="password"/>

- The data/ information given above and entered in the system in subsequent stages is true to the best of my/ our knowledge and belief. I/ We shall be solely responsible to maintain correct/ accurate information on the portal.
- We agree to abide by the specific Chartered Accountants Regulations and that the working hours for the articled assistants would not be more than those prescribed by the ICAI and shall pay the stipend in compliance of the policy prescribed by the Institute. Further, we shall not negotiate the stipend payable to the candidates in the campus interviews.
- We shall also ensure that the candidates are not given visiting cards and/ or contact details to the students participating in the Campus Interviews.

I Agree I Don't Agree

Register

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

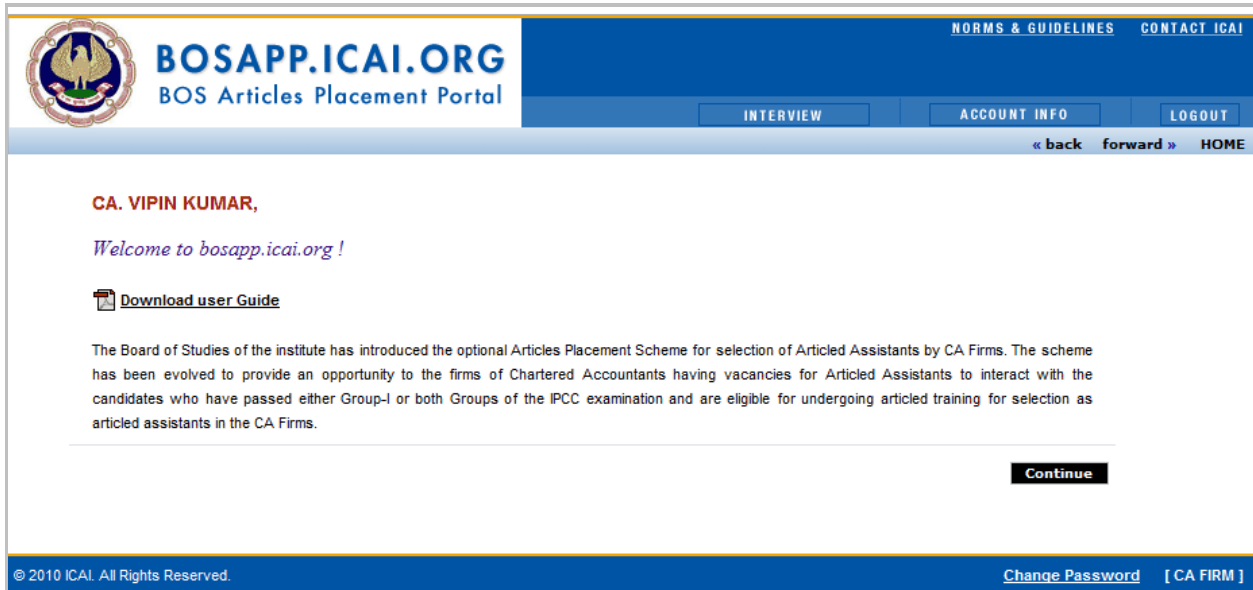
[HOME](#)
[WWW.ICAI.ORG](#)
[ABOUT BOSAPP.ICAI.ORG](#)
[CONTACT](#)

Thank you for your time.

Please use the access details specified by you to Login to the site

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

- 4. Click on Login Button and login using your user name and password. / Click on Registered User Under CA Firm from Home Page and login using your user name and password.
- 5. On successful login the following screen appears.



- 6. Click on INTERVIEW/Continue Button the following screen appears



- Click on PROFORMA in the Menu bar at the left the following screen appears. Fill in all the mandatory details in the Proforma. The centres have to be selected. The profile of the organisation has to be entered which would be available for the candidates. After entering all the information click on submit button

The screenshot shows the 'Proforma' section of the BOSAPP.ICAI.ORG website. The header includes the logo, 'BOSAPP.ICAI.ORG BOS Articles Placement Portal', and navigation links for 'NORMS & GUIDELINES' and 'CONTACT ICAI'. Below the header are buttons for 'INTERVIEW', 'ACCOUNT INFO', and 'LOGOUT'. The main content area is titled 'Campus Interview' and contains a 'Proforma' section. It includes instructions to fill in details for campus interviews and a table for contact information. The table has columns for 'Contact Person & Designation', 'Telephone No.', 'Mobile', 'Fax No.', 'Email Id', and 'Expected No. of Vacancy'. Below this is a 'CA Firm Profile' section with fields for 'Short Profile of the CA Firm', 'Website', 'Places of Posting', and 'Any other information which you would like to provide'. A 'Submit' button is at the bottom right. The footer contains copyright information and links for 'Change Password' and '[CA FIRM]'.

- After the authorization from the Institute the candidates can be shortlisted by clicking on SELECTION PROCESS in the Menu bar at the left. In the screen that appears click on the relevant center.

The screenshot shows the 'Selection Process' section of the BOSAPP.ICAI.ORG website. The header is identical to the previous screenshot. The main content area is titled 'Selection Process' and includes the instruction 'Please select your ICAI Centre from the list below.' Below this is a list with one item: '1. New Delhi'. The footer contains copyright information and links for 'Change Password' and '[CA FIRM]'.

- You will see the Selection Process Monitor as shown below. Please read the accompanying guide on the screen to follow directions.

Selection Process

⚠ Last Date for Shortlist is **Aug 22, 2010**

Selection Process Stages	New Delhi
Candidates Available	2
Confirmed Shortlist	0
Candidates for Interview	0
Offered Candidates	0
Offer Accepted by Candidate	0
On-Hold (Result)	0
Total Candidates	2

Quick Guide to the Online Selection Process

Candidates Available - Click on the number to View all the candidates in your center. You can select candidates from this list and move them to the "Confirmed Shortlist" stage.

Confirmed Shortlist - This refers to the candidates who have been moved to the Confirmed Shortlist stage. i.e You have shortlisted these candidates for the Campus Interview from the available database.

Please note that candidates will confirm their availability for the interview. The list of candidates who agree to appear for the interview can be seen in the next stage viz.

Candidates for Interview - This refers to the list of candidates who have agreed to appear for the interview. Once the interviews are completed, you can View the list of candidates who appeared for the interview and make an offer to the suitable candidate (s).

Offered Candidates - This list displays the details of candidates for whom you have made a job offer.

Offer Accepted by Candidate - This refers to the list of candidates who have Accepted the job offer made by you.

© 2010 ICAI. All Rights Reserved. [Change Password](#) [CA FIRM]

- Click on the number displayed against CANDIDATES AVAILABLE to see the list of available candidates.

Selection Process - All India

Candidates Available (1134)

Filter - None Sort - Code Asc

Click on ⓘ to see complete details of the candidates

	Code	Name	Gender	Age	City	Scheme	DE		ICWA		CS		10 th	Higher Secondary	CPT	IPCC	Work.Exp.	Exp.
							Comm	Non Comm	Inter.	Found.	Found.	Exec.						
⊕	IND-5	Hari Lal Shrestha	Male	32	New Delhi	IPCC							72.28	86.1	58.5	55.42	No	0.0

Selected Candidates: ALL Candidates

Move to Confirm Shortlist

Print with Detail Info. Summary Info.

© 2010 ICAI. All Rights Reserved. [Change Password](#) [CA FIRM]

11. For your convenience there are two options: FILTER and SORT at the left hand corner above the list. Use the Filter option to narrow down to a workable number of candidates.

The screenshot shows the 'Selection Process' page on BOSAPP.ICAI.ORG. It features a navigation bar with 'NORMS & GUIDELINES' and 'CONTACT ICAI'. Below the bar are buttons for 'INTERVIEW', 'ACCOUNT INFO', and 'LOGOUT'. A secondary navigation bar includes '« back', 'forward »', and 'HOME'.

The main content area is titled 'Selection Process' and contains a 'Filter' section with the following fields:

- Code:
- Gender:
- Age: to (years) Age as on:
- City:
- Scheme:
- Percentage of Marks in 10th: to
- Percentage of Marks in Higher Secondary: to
- Percentage of Marks in Graduation: to
- Percentage of Marks in Post Graduation: to
- Percentage of Marks in CPT: to
- Percentage of Marks in IPCC: to
- Percentage of Marks in ICWA: to
- Percentage of Marks in CS: to

Below the filter fields are sections for 'CPT' and 'IPCC' with radio button options for 'Attempt' (First, Subsequent) and 'Group I/II' (First, Subsequent). There is also a 'Work Experience' dropdown set to 'Both'.

The 'Sort By' section contains a table with columns: '+', 'Name', 'Sort Order', and 'Order by'.

+	Name	Sort Order	Order by
<input checked="" type="checkbox"/>	Code	1	Ascending
<input type="checkbox"/>	Gender		Ascending
<input type="checkbox"/>	Age		Ascending
<input type="checkbox"/>	City		Ascending
<input type="checkbox"/>	10th Mark		Ascending
<input type="checkbox"/>	High Secondary Mark		Ascending
<input type="checkbox"/>	CPT Mark		Ascending
<input type="checkbox"/>	IPCC Mark		Ascending
<input type="checkbox"/>	Degree Mark		Ascending
<input type="checkbox"/>	PG Mark		Ascending
<input type="checkbox"/>	ICWA Mark		Ascending
<input type="checkbox"/>	CS Mark		Ascending


A 'Filter' button is located at the bottom right of the sort table.

12. In the Candidate list, use the + ICON to view complete details about the candidate. Use the Check Boxes to shortlist candidates. You can navigate to the next page to continue the shortlisting process in the same manner.

13. Shortlisting by individual CA Firm has restricted to maximum ten times of the number of vacancies in that particular organisation which are expected to be filled up from a particular Articles Placement Programme.

14. At the bottom of the screen, choose from SELECTED CANDIDATES or ALL CANDIDATES (in case you shortlist all) and MOVE THEM TO THE CONFIRMED SHORTLIST. Click on GO.

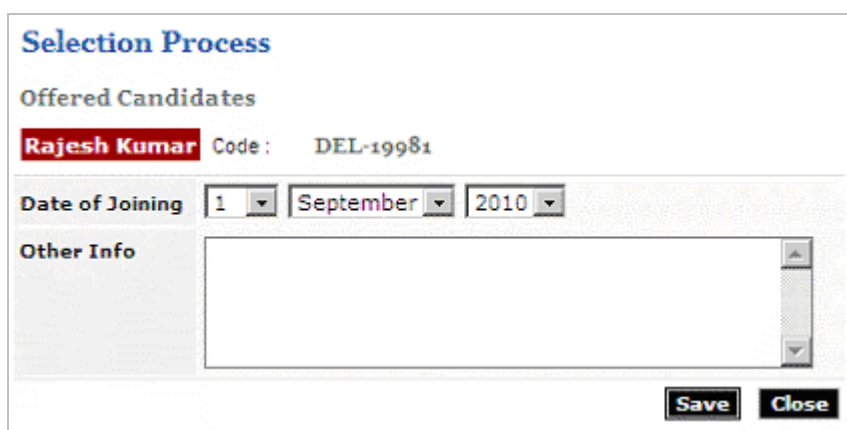
15. The number of candidates that you shortlist will be displayed against Confirmed Shortlist in the Selection Process Monitor.

16. The Candidates have the option to see the shortlists after individual login. In turn the will confirm his participation in the interview.
17. You can view the list of candidates who have confirmed for interview by clicking on the number displayed against CANDIDATES FOR INTERVIEW in the Selection Process Monitor.
18. You have the option of printing the profiles of the Candidates who will appear for the interview.
19. After the interviews are completed click on CANDIDATES FOR INTERVIEW. Use the check boxes to select those Candidates for whom the job offer is to be made. Move these candidates to the OFFERED CANDIDATES or ON HOLD. Click on GO.
20. The details of the job offer (Date of Joining, etc.) can be recorded by clicking on the icon  next to the candidates code in the OFFERED CANDIDATES. Click on SUBMIT.



The screenshot shows the BOSAPP.ICAI.ORG web portal. The header includes the logo, the text 'BOSAPP.ICAI.ORG BOS Articles Placement Portal', and navigation links for 'INTERVIEW', 'ACCOUNT INFO', and 'LOGOUT'. The main content area is titled 'Campus Interview' and 'Selection Process - New Delhi'. It displays 'Offered Candidates (1)' and a table with one candidate: Rajesh Kumar, Code DEL-1, Male, Age 28, Grad 73, CPT 75. There are buttons for 'Enter Offered Details', 'Goto Process', and 'Go'.

Code	Name	Gender	Age	Grad	CPT
DEL-1	Rajesh Kumar	Male	28	73	75



The screenshot shows a form titled 'Selection Process' with the sub-heading 'Offered Candidates'. It displays the candidate's name 'Rajesh Kumar' and code 'DEL-19981'. Below this, there are dropdown menus for 'Date of Joining' set to '1 September 2010'. There is a text area for 'Other Info' and 'Save' and 'Close' buttons at the bottom.

21. Once an offer has been made to the candidate, the candidate will be able to view this and indicate his acceptance.
22. You can view the list of candidates who have confirmed acceptance of the job offer by clicking on the number displayed against OFFER ACCEPTED BY CANDIDATE in the Selection Process Monitor.