

A hand is shown pointing upwards at a digital interface. The interface consists of a grid of white user icons on a blue background. The icon in the center, which is a white silhouette of a person's head and shoulders, is highlighted with a white border. The hand is positioned in the foreground, with the index finger pointing directly at the highlighted icon.

User Manual – Articleship & Industrial Training Placement Platform

**The Institute of Chartered
Accountants of India**

(Set up by an Act of Parliament)

What is Industrial Training?

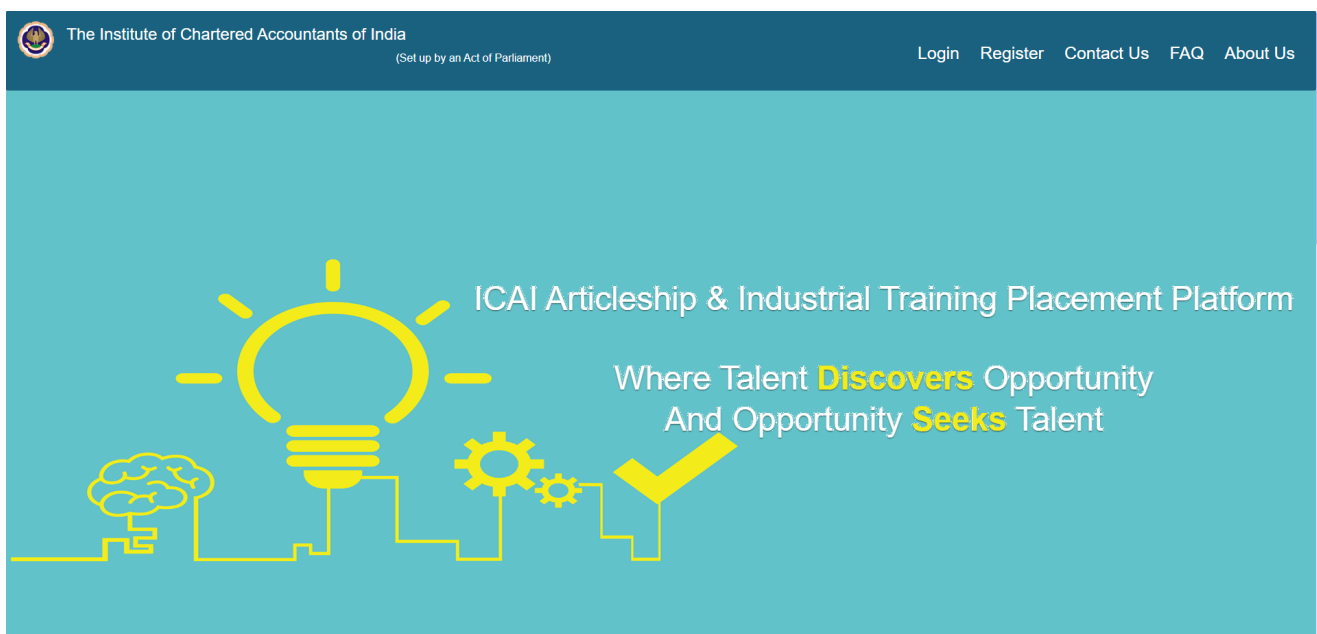
- Industrial training (Regulation 51) is a part of articleship that a CA student can apply for in various industries in the last year of their articleship.
- It is an industrial/commercial/financial environment that provides the trainees with the opportunity to develop a problem-solving attitude and to have an insight into the functioning of the accounts department.

How to get Started?

- To start with Articleship & Industrial Training Placement Platform please visit <http://app.icai.org/>.
- Only Companies, CA Firms and students registered with ICAI and eligible for Articleship or Industrial Training can take the benefits of this portal.

Registration & Login for Company and Student

- To register on this platform company/student must click the Register link from the top menu.



A. Company Process

1. Click on the Company button in the popup. Fill the required details and click Register button.

2. On successful registration, a Confirmation mail will be sent on the Email provided in the registration form.

3. Next time, the Company can Login with their CIN and Password by clicking on the Login link from top Menu.

Company Profile

On successful registration or login, a pop up will appear which says, you need to fill your profile completely before proceeding further.

ii. Company Profile consists of the following forms:

- Company Details • ICAI Member Details • Location Details • Documents Upload

All the mandatory fields are to be filled. On completing all the forms, a pop up will appear asking for an approval to be sent to the admin. On clicking Send for Approval button a notification will be sent to the Admin. iii. Thereafter, an "Approved" confirmation mail will be sent to the registered Email ID.

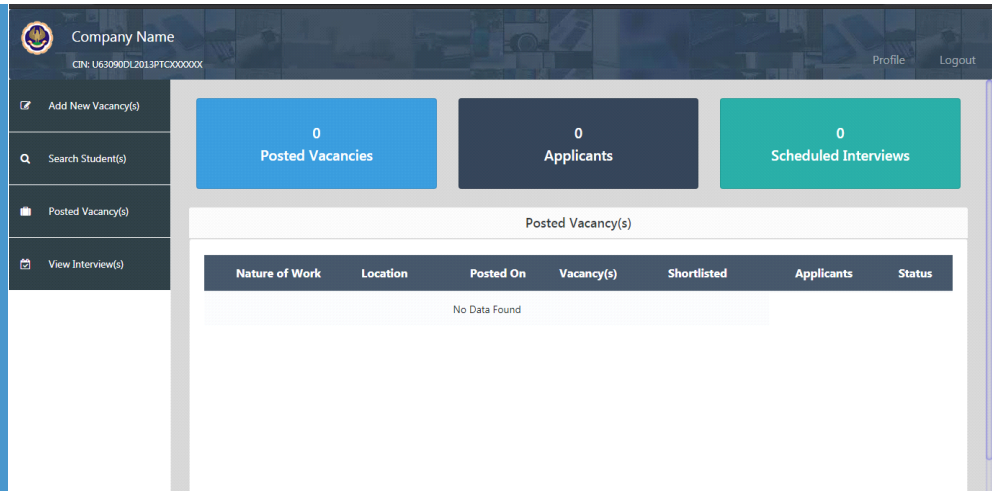
Send For Admin Approval

I hereby declare that the details furnished by me above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. If any information submitted by me is found to be misleading or incorrect, Institute has the right to take action against me.

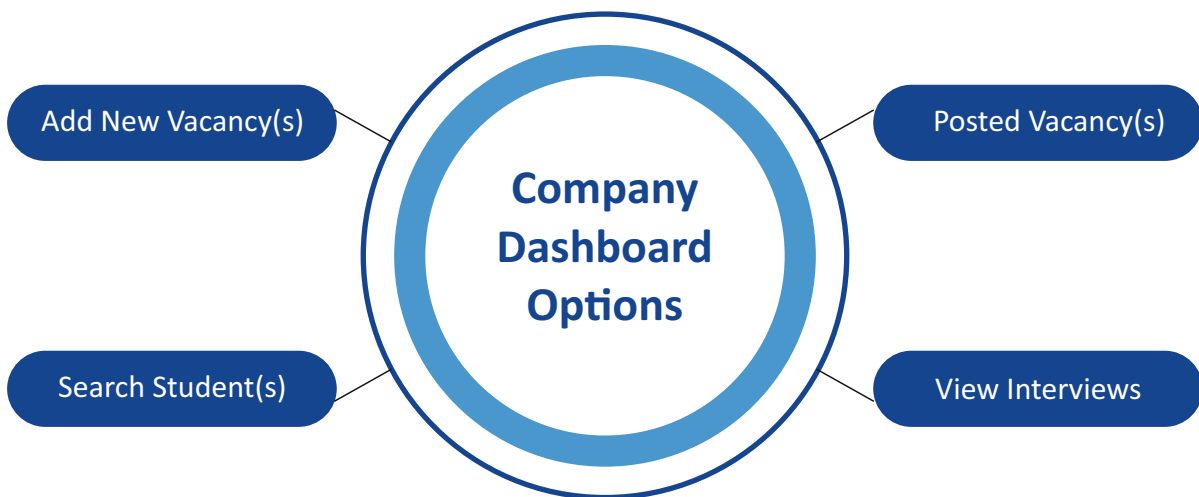
Send for approval 

Cancel

On approval, the company dashboard can be viewed.



The screenshot shows a dashboard for a company. At the top, it displays the company name and CIN: U63090DL2013PTCXXXXXX. On the right, there are links for 'Profile' and 'Logout'. The main area features three summary cards: 'Posted Vacancies' (0), 'Applicants' (0), and 'Scheduled Interviews' (0). Below these is a table for 'Posted Vacancy(s)' with columns: Nature of Work, Location, Posted On, Vacancy(s), Shortlisted, Applicants, and Status. The table currently shows 'No Data Found'.



B. Add New Vacancy(s)

i. For adding vacancies, the company can click on the Add New Vacancy(s) tab on the left menu.

ii. Fill in all the required details for the new vacancy and then post the vacancy by clicking on the POST button.

iii. A pop up message of “Successful” will be displayed

Company Name
CIN: U63090DL2013PTC00000X

Profile Logout

Add New Vacancy(s)

Search Student(s)

Posted Vacancy(s)

View Interview(s)

Add New Vacancy(s)

As per our records you are authorized to post a maximum of 200 vacancies

Industry Type* Nature of work*

Department*

City* Add number of vacancies*

POST

C. Search Students

i. Companies can search for students based on various filters, such as Location, Board Examination, Education details, Industrial Preferences and other Miscellaneous criteria given.

ii. The filter criteria can be selected and then we can click on the Search button to download the details in Excel file.

iii. Click on the Reset button to reset the filters.

Company Name
CIN: U63090DL2013PTC00000X

Profile Logout

Add New Vacancy(s)

Search Student(s)

Posted Vacancy(s)

View Interview(s)

Search Student(s)

Search By

Location

Board Examinations

Education Details

Industrial Preferences

Miscellaneous

Please select a search option

SEARCH RESET

* Search on % Marks will display the results of all students whose marks is equal to & greater than value entered.

D. Posted Vacancy(s)

i. To view all the vacancies posted based on the nature of work, the Company may click on the Posted Vacancy(s) option on the left menu.

ii. The number of filled vacancy(s) can also be updated by clicking on the pencil icon.

Company Name
CIN: U63090DL2013PTC00000X

Profile Logout

Add New Vacancy(s)

Search Student(s)

Posted Vacancy(s)

View Interview(s)

Posted Vacancy(s)

1. Upload Candidate IDs to be shortlisted. Only shortlisted candidates will be able to apply for the posted vacancies.
2. Kindly update the number of vacancies closed, in case your Company has selected candidates for Industrial Trainings against the vacancies posted on this portal.

Active Closed Nature of work CLEAR

Nature of Work	Location	Posted On	Vacancy(s)	Status	Shortlist	Applicants	Action
Audit	Gurgaon	Mar-2020	Posted: 15 Filled: 0	Active	1	2	UPLOAD SHORTLISTED STUDENTS CLOSE VACANCY
Indirect Tax	Pune	Mar-2020	Posted: 12 Filled: 0	Active	0	1	UPLOAD SHORTLISTED STUDENTS CLOSE VACANCY
Direct Tax	Gurgaon	Mar-2020	Posted: 4 Filled: 4	Closed	0	0	
LAHOTI NAVNEE...		Feb-2018	Posted: Filled:	Active	0	73	UPLOAD SHORTLISTED STUDENTS CLOSE VACANCY

iii. The Company can also upload the candidates IDs to shortlist them by clicking on the Upload Shortlisted Candidates button. As mentioned in the pop-up, company can add the shortlisted student's Candidate IDs (refer the excel generated while searching students) and then click the Submit button.

iv. On successful upload, an email will be sent to the shortlisted students conveying them the company's interest.

v. Company can also close the Vacancy by clicking on the Close Vacancy button.

E. View Interview(s)

On clicking the View interview(s) option, the company can view the student details who have reverted back and applied to the company's Posted Vacancy.

iii. A pop up message of "Successful" will be displayed

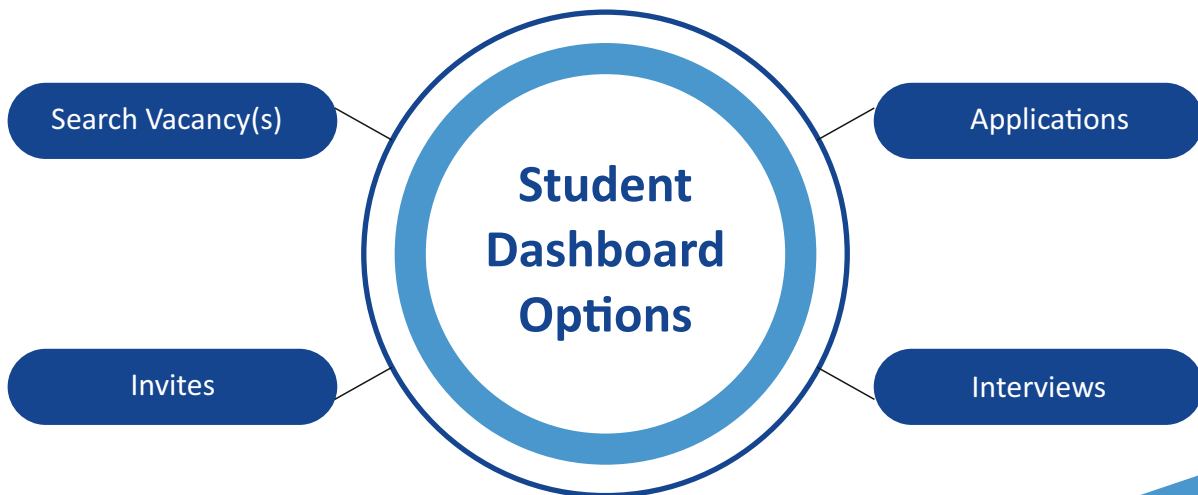
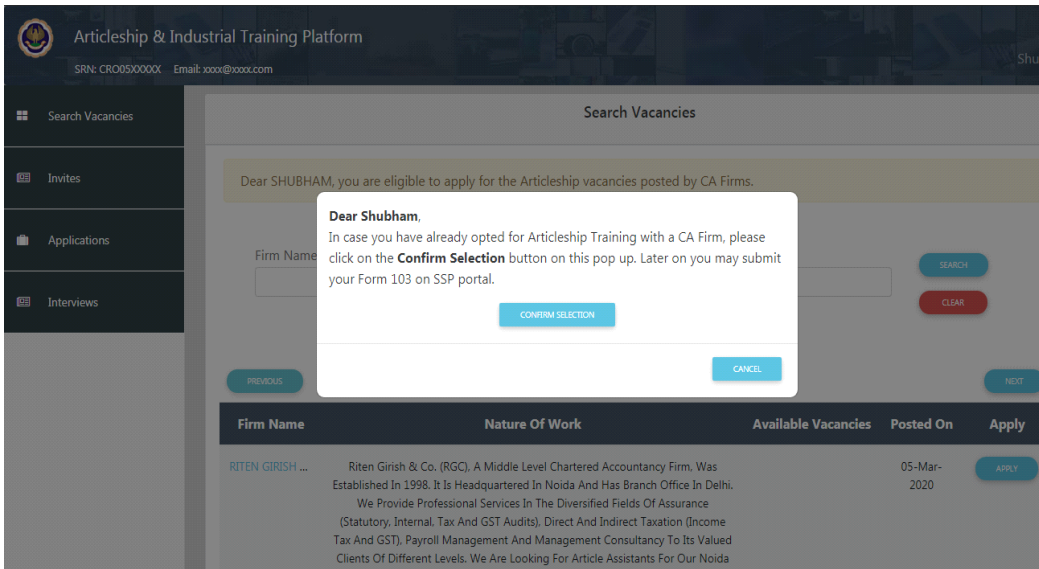
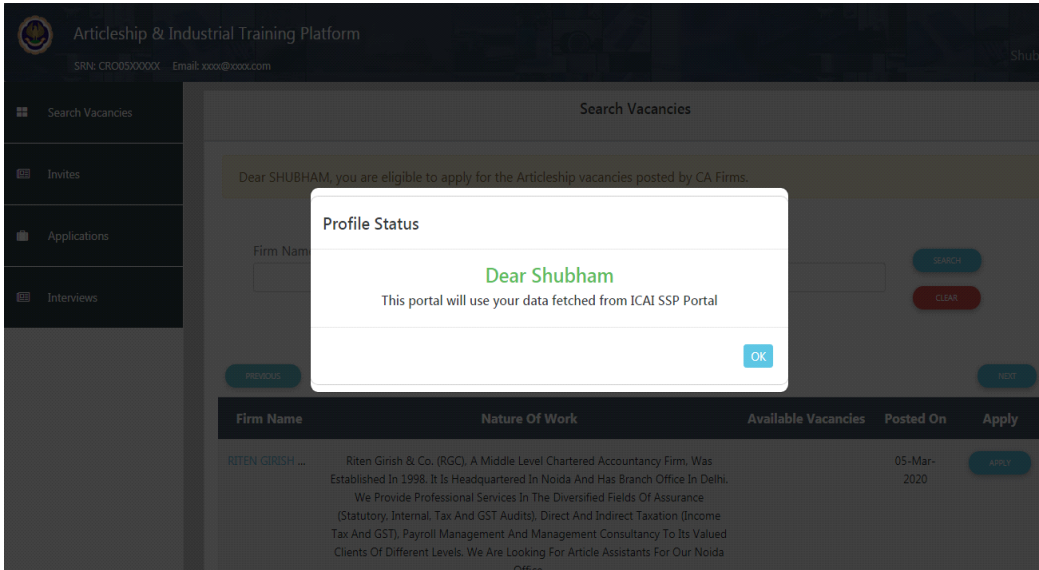
Student Name	Gender	Address	Email	Interview Status	Scheduled On	Select/Reject
Shubham Khandelwal	Male	FARIDABAD ,HARYANA	Skyagi1@Kopsco.Com	Tentative	02-Feb / 05:01 05-Feb / 05:01	Reject

Student Process

- Students do not need to register on the portal.
- They will receive their login credentials on the email registered with the ICAI - SSP portal.

Dashboard

I. On the dashboard, student will get two info pop ups, which are to be **read carefully**.



B. Search Vacancies

Student can search the vacancies by clicking on the Search Vacancies option on the left menu.

The screenshot shows the 'Search Vacancies' interface. At the top, it displays the platform name 'Articleship & Industrial Training Platform', user details 'SRN: CRO05XXXXX Email: xxxx@xxxx.com', and the user name 'Shubham'. A left-hand navigation menu includes 'Search Vacancies', 'Invites', 'Applications', and 'Interviews'. The main content area features a search form with fields for 'Firm Name', 'Area of Interest', and 'City', along with 'SEARCH' and 'CLEAR' buttons. Below the form are 'PREVIOUS' and 'NEXT' navigation buttons. A table lists search results:

Firm Name	Nature Of Work	Available Vacancies	Posted On	Apply
FIRM ABC	Direct Tax		05-Mar-2020	APPLY
FIRM ABC	Indirect Tax		04-Mar-2020	APPLY

C. Invites

On clicking the left menu Invites option, students can see the vacancies for which they have been shortlisted.

The screenshot shows the 'Invites' interface. It features the same header and navigation menu as the previous page. The main content area displays a table of vacancies for which the user has been shortlisted:

Nature Of Work	Posted On	Available Vacancy(s)	Apply
Audit	29-Mar-2020	15	APPLY

D. Applications

On clicking the Applications option on the left menu, students can view all the vacancies for which he/she has applied.

Articeship & Industrial Training Platform
SRN: CRO05XXXXX Email: xxx@xxxx.com Shubham

Search Vacancies
Invites
Applications
Interviews

My Applications

Firm Name	Nature of Work	Application Status	Action
Firm Name	Firm Name	waiting for interview	Cancel
Firm Name	Indirect Tax	waiting for interview	Cancel

E. Interviews

On clicking the Interviews on the left menu, student will be able to see all the scheduled interviews and accordingly can decide their next course of action.

Articeship & Industrial Training Platform
SRN: CRO05XXXXX Email: xxx@xxxx.com Shubham

Search Vacancies
Invites
Applications
Interviews

Tentative/Scheduled Interviews

Firm Name	Nature Of Work	Tentative/Scheduled	Date	Action
Firm Name	Audit	Tentative	02-Feb / 05:01 05-Feb / 05:01	Schedule



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

For further details please contact

Student Skills Enrichment Board

Board of Studies (Operations)

Plot No. A-29, Sector 62, Noida - 201309, India

Toll free no. 18001211330

<http://app.icai.org/>