



Requirements for Applying for May / June 2024 Exams

Candidates who are planning to appear in the May / June 2024 exams are advised to check their status at the Self Service Portal (SSP) and be assured that they meet the eligibility criteria to be able to effortlessly fill the exam forms at SSP.

Before filling the exam form please check following:

1. Candidates are required to have valid login credentials on SSP. If not, please visit <https://eservices.icai.org/> to create the login.
2. Candidates are required to have valid course registration. In case of lapsed course registration, please make sure to convert on SSP.

Conversion: Candidate whose course code in their dashboard is not as under need to convert to new course before making application for May / June 2024. No fees is required to be paid

Final : NEWFIN23 or CONFIN23
Intermediate: NEWINT23 or CONINT23
Foundation : NEWFND23 or CONFND23

For Conversion, use your login credentials of SSP and Go to Student Functions- -> Student Module --> Course Registration--> Apply for Conversion Convert Old to New Course

3. Candidates whose latest photograph and signature are not available or are not of acceptable quality to be printed on marksheets are required to upload/ change the same on the Self Service Portal **before filling up the exam form. The photograph/signatures must be as per the details given under “Photo Requirements” and “Signature Requirements” in this announcement.**
4. Candidates whose articleship status (final) is in pending mode i.e. **other than Registered** (Registered_inactive, Requested, Terminated, Requested for Termination, Approved by Member, Submitted, Asked for Correction, Saved, On Hold, Awaiting Competent Authority Approval, Rejected, Rejected by Member, Rejected by RO) for want of documentation are required to get their Articleship Training Deed status updated on SSP as ‘**Registered**’). For Articleship Status, use your login credentials of SSP and Go to Article Functions--> Articleship/Audit--> Articleship--> Articleship Application (Form 102/103). **For any clarification, contact at e mail ids/phone nos. at <https://resource.cdn.icai.org/29576contact-sro19221.pdf>**
5. Intermediate Candidates are required to ensure that they are registered for the group(s) they intend to appear. You may check your group wise registration details under you SSP login.
6. For any other correction required please raise a ticket in SSP or send mail to

Foundation : foundation_examhelpline@icai.in
Intermediate : intermediate_examhelpline@icai.in
Final : final_examhelpline@icai.in

Detailed Course Wise Specific Eligibility conditions for May / June 2024 exams are as under. The candidates are advised to check that the data on SSP is updated to meet these additional requirements.

Foundation Course:

- A. Candidate should be registered in Foundation Course on or before 1st February 2024.
- B. Candidate is converted to from CPT to Foundation as on the date of filling the exam form
- C. Candidate must have either
 - 1. Passed 12th Standard from a recognized Board and his/her 12th Class MarkSheet must be uploaded in SSP
OR
 - 2. Appeared in 12th Standard Board Exam from a recognized Board and his/her 12th Class Admit Card must be uploaded in SSP

Intermediate Course

Eligibility criteria for the Intermediate Examination to be held in May 2024

Eligibility requirement is 8 months study course as on first day of the month in which examination is to be held (May 1st, 2024) i.e. Registered on or before Cut off date, 1st September, 2023

Final Course

A. Eligibility criteria for the Final (New Course) Examination to be held in May 2024

- a) Candidates should have registered/Converted for Final New Course.
- b) The candidate must have completed prescribed period of 3 years or 3½ years, as the case may be, of articulated training as on the date of filling the exam application form
Or,
The candidate must be due to complete the prescribed period of 3 years or 3½ years, as the case may be, of articulated training including excess leave, if any, on or before 30th April, 2024,
Or,
The candidate must be in service as on 01st May 2024 and serving the last twelve months of articulated training including excess leave, if any, and due to complete 3 years on or before 30th April, 2025. (for PE-II stream student and PE-II stream students converted to IPCC/IIPCC),
Or,
The candidate must be in service as on 01st May 2024 and serving the last six months of articulated training including excess leave, If any, and due to complete 3½ years on or before 31st October, 2024 (for PCC stream student),
Or,

The candidate must be in service as on 01st May 2024 and serving the last six months of training including excess leave, If any, and due to complete 3 years on or before 31st October, 2024. (for Intermediate/IPCC/IIPCE student).

Or,

The candidate must be in service as on 01st May 2024 and serving the last twelve months of training including excess leave, if any, and due to complete 3½ years articleship on or before 30th April, 2025. (for students converted from PE-II to PCC as well as students converted from PE-II to PCC and then to IPCC/IIPCE)

Candidates who have taken termination are advised to re register for the balance period of training so as to be in service as on 01st May 2024 and due to complete 3 years or 3½ years of training, as applicable (including excess leave taken, if any) on or before 31st October, 2024, 30th April, 2025 as the case maybe.

c) Advanced Integrated Course on Information Technology and Soft Skills (AICITSS):

In terms of Regulation 29D(1)(iii) read with 51E/72E of the CA Regulations 1988, students under the New Scheme of Education and Training (implemented with effect from 1st July 2017) are required to complete the Advanced Integrated Course on Information Technology and Soft Skills (Advanced ICITSS) successfully for being eligible to appear in the Final (New) Course Examination held under the syllabus approved by the Council under Regulation 31(iv) of the CA Regulations 1988, the next examination of which is to be held in November 2023.

In other words the students should have completed Advanced ICITSS on or before 10th April, 2024 for being eligible to appear in May 2024 examinations. Candidates who have not yet passed the AICITSS – IT Test are advised to visit <https://resource.cdn.icai.org/77205exam62133.pdf> to know the schedule of AICITSS – IT Test and clear the test to be eligible for Final May 2024 exams.

Advanced ICITSS is a combination of Management & Communication Skills and Advanced IT Course, which is effective from 1st July, 2017 with the implementation of New Scheme of Education and Training. Candidates are required to undergo the Advanced ICITSS Advanced IT test, conducted by the Exam Dept. of ICAI, after completing the Advanced Information Technology component of the above mentioned course.

Further, it is hereby clarified that students who have undergone only one, i.e. either GMCS II or Advanced ITT under the Final (Old) course have to undergo the remaining component, i.e. Advanced ICITSS (IT) or Advanced ICITSS(GMCS-II). They are not required to undergo Advanced ICITSS (IT and MCS) in its entirety.

Candidates who have converted from Final Old Course to Final New Course but appeared at least once in the Final (old) Examination earlier, are not required to Complete Advanced ICITSS before appearing in Final Examination to be held in May 2024 but in any case, they are required to complete the Advanced ICITSS course before applying for the membership of the Institute.

Candidates may also visit announcement dated 22-12-2023 by clicking following link: <https://www.icai.org/post/exam-announ-221223>

Photo Requirements

The requirements of the photograph are:

- The photo should be **coloured** or **black/white** with 80% face (without face mask) visible including ears against a white background.
- Must have a clear contrast of the image.
- Do not wear goggles and caps while having the photo. However, they can wear spectacles.
- The background of the photograph must be in white and must be clearly visible.
- A straight-looking relaxed face should be there.
- If flash is used while taking the picture then make sure that there is no “red-eye”.
- No caps, goggles are allowed, however, religious headwear is allowed but it should not cover the face.
- No selfies are allowed
- The photograph be scanned as jpg/jpeg having size 20-50 KB
- ***The scanned Photo should be well cropped so that there are no extra/white spaces and the image is stored as jpg/jpeg***
- **Take care that the photo as described above fits in the size 4.5 cm by 3.5cm**

Signature Requirements

The requirement of the scanned signature are:

- Signature should be done on a white sheet with a black pen.
- The file size of the image must be between 10-20 KB (clearly visible)
- ***The scanned signature should be well cropped so that there are no extra/white spaces and the image is stored as jpg/jpeg***
- **Take care that the signature as described above fits in the size 6 cm by 2cm**

