



The Institute of Cost Accountants of India

(Statutory body under an Act of Parliament)

Directorate of Certificate in Accounting Technicians

GUIDELINES FOR APPOINTMENT OF CAT COURSE COUNSELLORS

Objective

To appoint CAT Counsellors in each district of India even in the region/area where Regional Councils and Chapters are located, for conducting Career Awareness Programmes across India which will aid in increasing the Awareness about the CAT Course, Professional opportunities and training requirements.

THE COUNSELLOR NEEDS TO UNDERTAKE THE FOLLOWING ACTIVITIES FROM TIME TO TIME:

1. Career Awareness Programmes:

- a. Career Awareness Programmes on “Career as a Certificate course in Accounting Technician” in Universities, Colleges, Schools, Professional Institutes, or any other registered education association.
- b. Career Awareness Programme shall be exclusive for CAT Course and shall not be clubbed/ linked with any other programme. However, Counsellor may conduct Career Awareness Programme with other Conference/ Seminar if such programme is having larger participation, subject to prior approval of CAT Directorate.
- c. CAT Counsellors would act as faculty / speakers for conducting Career Awareness Programmes in the assigned District (s).
- d. There should be minimum 20nos. Number of participants per Career Awareness Programme.
- e. Counsellors should take prior intimation at least 3 working days before, for conducting Career Awareness Programmes by sending a mail/SMS CAT Directorate.
- f. Counsellor should conduct minimum 60 or more Career Awareness Programmes in a year (minimum 15 or more per quarter).
- g. **Counsellor should submit the honorarium claim to the concerned CAT Directorate within 7 working days after conduct of the Career Awareness Programme along with Programme Report, attendance sheet at least 3 distinguished photos of Nos. of participants (Photograph to be taken to reflect all the participants of the**

programme with Counsellor addressing the gathering), Reflecting Banners of CAT placed during Career Awareness Programmes, Photograph of Chief Guest (If any) addressing the gathering, Board/ fascia of the venue where the programme is being conducted, View of the premises to be submitted through e-mail .

2. Registering Companies for Imparting Training:

- a. CAT Counsellors should also undertake registration of the Companies in their districts for imparting training and placement opportunities to CAT Students.
- b. The information on Companies registered shall be sent to the CAT Directorate,
- c. Expected to register a minimum of 4 Companies in a year.

3. Student Registration Programme:

- i. Counselor shall guide students for registration and shall also clarify their doubts in person/ phone/ other electronic mode as approved by CAT from time to time.
- ii. Counselor should register at least 50 Students per quarter in CAT Course.

4. Any other connected duty which CAT may deem necessary

CAT may assign such duty to represent CAT in any student / member related programme with prior intimation on such terms as mutually agreed, such as:

Career Exhibitions

Representation with regulatory / statutory body/ Registered Associations/ Chambers of Commerce etc.,

Writing & Editing of Articles, Editing of Books , journals, presenting research papers etc.,

Resource person for the Investor Awareness programmes.

Educational Qualification

- A Member of the Institute of Cost Accountants of India
- HOD / Professors / Lecturer of Management, Commerce or Law.
- Teacher / Faculty at Schools/ Colleges.
- Any other professional like CA/CS/CFA/MBA/Post Graduate or person of high reputation and experience of CAT Profession who in the opinion of the CAT Directorate is suitable for appointment as Counsellor.

Skill sets required for Appointment of Counsellors:

- Should have proficiency in the Local Language of the district that he/ she is based in.
- should be willing to travel across the assigned district/location
- should have good presentation and communication skills
- should be competent enough to conduct presentation and registering companies for imparting training to CAT Students
- Preference will be given to those candidates who are less than 65 years of age and are comfortable using audio visual aids and have their own laptops.
- District will be allocated to the Counsellor as per their convenience.

TERMS AND CONDITIONS OF APPOINTMENT:

1. The appointment of Counsellor will be initially for "Three months" .CAT shall have right to review / assess the performance of the Counsellor on monthly basis

2. The CAT reserve the right its sole discretion to extend agreement for further Three months on the same terms and conditions in writing as per mutual understanding between the parties if the performance of the Counselor is found satisfactory.
3. The Counsellor shall not have any right or claim to claim extension of the agreement in any circumstances and decision of the CAT shall be final and absolute.
4. Counsellor to disclose similar agreement entered by him with other Professional/Regulatory/Statutory body or organization;

HONORARIUM DETAILS:

A. Career Awareness Programme

- **Consolidated amount will be paid for organizing each career awareness programme on production of certificate indicating number of participants for conducting of career awareness programme on the Letterhead of such Universities, Colleges, Schools, Professional Institutes, Corporate Houses, SMEs, Financial Institutions, Chambers of Commerce, Industrial Associations, Welfare Associations or any other registered association or organisations duly signed with proper seal, as per following:**
 - Rs.1000/- (inclusive of all taxes) per Career Awareness Programme, if the Career Awareness Programme is conducted in the city where the CAT Counsellor is located.
 - Rs.2000/- (inclusive of all taxes) per Career Awareness Programme, if the Career Awareness Programme is conducted out of station from the place of the residence of the CAT Counsellor.
 - For Honorarium purpose, more than one Career Awareness Programmes conducted at the same venue on the same date will be treated as a single Career awareness Programme.
 - The consolidated amount paid for each Career Awareness Programmes includes all expenses pertaining to the conduct of Career Awareness Programmes like Photocopy Charges, Photography charges, Conveyance, Boarding, Lodging, out of pocket expenses, mementoes for the Principal of the concerned Institute and refreshments.
 - Career Awareness Programme at the same venue may be conducted after a time gap of 3 months (one quarter).

B. Registering Companies for Imparting Training & Placement :

- **CAT Counsellors will be paid a consolidated amount of Rs.2,000/- for registering each Company for imparting Training.**

Such company / PSU should be ready for registration for imparting Training and Placement as per the criteria laid down by the Institute.

C. Student Registration:

- **A consolidated amount of Rs. 200/- (Rupee Two Hundred only) per registration will be paid as Honorarium against each student admitted through him/ her for CAT Course.**

PUBLICITY MATERIAL

The publicity material for the Career Awareness Programmes and for Registering Companies for Imparting Training will be provided by the CAT Directorate as and when required.

TERMINATION

- Either party may terminate this Agreement without assigning any reason by giving one month notice in writing to the other party.
- The CAT Directorate without prejudice to any other remedy, reserves the right to terminate the agreement in whole or in part by giving one month notice in writing in case Counsellor fails to discharge its obligation under this agreement without sufficient grounds or found guilty for breach of condition(s) of the agreement, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct.
- Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall continue by the Counsellor during the period of termination notice and the same must be satisfied before this agreement is terminated. The CAT Directorate may also put in place any other Counsellor for carrying out the remaining work.
- The Counsellor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have been derived from the performance of this agreement in full, but which he did not derive in consequences of the full performance of this agreement not having been carried out, nor shall he have any claim for compensation / damage for the loss suffered by him by reason of termination of agreement by the CAT.

POWER OF THE CAT DIRECTORATE

1. Any alteration or modification or waiver in connection with this agreement will not be effective unless made in writing and signed by both the parties and approved by the CAT Directorate.
2. Nothing in this agreement, shall take away the right of the CAT Directorate to exercise such powers to its sole direction to remove practical difficulties and to grant exemptions, waivers and any sort of deviation from the agreement for performance of this agreement.
3. CAT Directorate/ Regional Council/Chapter shall reserve right to verify / audit the Career Awareness Programmes / student registration / registration of companies of imparting training/ any other approved CAT Directorate activities by person visits / telephonic enquiry / any other mode as deem fit by the CAT.

Information about the appointment on CAT Website:

- **Particulars of the counsellors will also be posted on the Institute's website**
- **Identity card will be issued by the CAT Directorate (copy of the Application forms and photographs of the Counsellors appointed for issue of I-Cards on quarterly basis)**
- **Guidelines for Appointment of Counsellors will be uploaded on CAT Website.**

HONORARIUM:

CAT Counselors should submit their claim with following mandatory supporting documents:-

- View of the premises
- CAT Counselor should prior intimate the concerned Regional Council/Chapter within 24 hours before conduct of the Career Awareness Programme by email or other electronic mode as approved by the CAT Directorate from time to time.
- CAT counselor should submit the details for Honorarium to the CAT Directorate, within 7 working days after conduct of the Career Awareness Programme along with Report, attendance sheet.