



# **The Institute of Cost Accountants of India**

**(Statutory body under an Act of Parliament)**

## **Directorate of Certificate in Accounting Technicians**

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### **GUIDELINES FOR ENGAGEMENT OF CAT COURSE COUNSELLORS**

#### **Objective**

To engage Counsellors for Certificate in Accounting Technicians (CAT) course 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 awareness about the CAT Course, professional opportunities and training requirements.

#### **The Counsellor will have to undertake the following activities from time to time:**

##### **1. Career Awareness Programmes:**

- a. Career Awareness Programmes on “Career after completing 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. The Counsellor would act as a faculty / speaker for conducting career awareness programmes in the assigned District (s).
- d. There should be minimum 20 nos. of participants per career awareness programme.
- e. Counsellor should inform CAT Directorate, at least 3 working days in advance, for conducting career awareness programmes by sending a mail at [catdelhi@icmai.in](mailto:catdelhi@icmai.in)
- f. Counsellor should submit the claim for honorarium to the CAT Directorate at email [catdelhi@icmai.in](mailto:catdelhi@icmai.in) within 7 working days after conducting the career awareness programme alongwith Programme Report, attendance sheet, at least 3 distinguished photos of Nos. of participants (Photograph may cover all

the participants of the programme while the Counsellor is addressing them), Banner/ backdrop placed during Career Awareness Programmes, Photograph of Chief Guest (If any) addressing the gathering, Board/ fascia of the venue where the programme was conducted, view of the premises..

**2. Registering Companies for Imparting Training:**

- a. The Counsellor should undertake registration of the Companies/ PSUs in their district(s) for imparting training and placement opportunities to CAT Students.
- b. The Counsellor should inform and update CAT Directorate through e-mail about Companies he will register
- c. The CAT Counsellor is expected to register a minimum of 4 Companies in a year.

**3. Student Registration Programme:**

Counsellor 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.

**4. Any other assignment which CAT Directorate may deem necessary:**

CAT Directorate may assign such duty to the Counsellor to represent Institute in following activities beneficial for students/ members of the Institute with prior intimation to him on terms mutually agreed at, such as-

- Career Exhibitions
- Representation with regulatory body / 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.

**5. Educational Qualifications (The Counsellor must possess any one of the following):**

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

**6. Skill sets required for Engagement of Counsellors:**

- Should have proficiency in the local language of the district/state that he 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 registering companies for imparting training to CAT Students
- Preference will be given to those candidates who are less than 65 years of age, are comfortable using audio-visual aids and have their own laptops.

## **7. Terms and Conditions of Engagement:**

1. The engagement of Counsellor will be initially for “Three months”. CAT Directorate shall have right to review / assess the performance of the Counsellor on monthly basis
2. The CAT Directorate 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 Counsellor 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;
5. District will be allocated to the Counsellor as per their convenience.
6. Particulars of the counsellors will be posted on the Institute’s website
7. Identity card will be issued to counselors by the CAT Directorate (copy of the Application forms and photographs is to be submitted by the Counsellors)

## **8. 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 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 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/PSU for imparting Training.

Such company / PSU should be ready for registration for imparting Training and Placement to at least 10 CAT qualified students per year 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 with the efforts of counsellor in CAT Course (Applicable only for the admission done online at <http://eicmai.org/CATORS/>)

### **9. 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.

### **10. 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.

#### **11. 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 Directorate.

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