



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
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Ref. No.: DOS/SKILLS TRAINING/1/2025

Date: - January 13, 2025

CIRCULAR

**Sub: Clarification on Modalities of New Skills Training Scheme for
Intermediate Course**

New Skills Training Scheme – Intermediate Course

Sl. No	Skills Training Modules	Hours	Mode of Training	Delivery Channel	Remarks
1	Tally ERP	40 hrs	Online	DoS	For Oral and Postal Students
2	Communication & Soft Skills	20 hrs	Online	IIT Madras (NPTEL)	For Oral and Postal Students
3	MS-Office	40 hrs	Hybrid	Regions/Chapters/CMASCs (For Oral Students)	For Postal Students - DoS
4	E-Filing	20 hrs	Hybrid	Regions/Chapters/CMASCs (For Oral Students)	For Postal Students - DoS
	Intermediate Skills Training Requirement	120 hrs (Total Hours)			

Note:

1. If any Postal Student have already completed MS-Office & E-Filing Training from Regions/Chapter/CMASCs, in that case, they do not have to do it again in online mode provided by DoS.
2. Please refer to the Circular (**Circular no: DOS/SKILLS TRAINING/12(2)/2024 dated December 27, 2024**) for more clarifications (attached).


Dr. Madhumita Sen Gupta
Joint Director – Studies
(Training & Central Stores)

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Ref. No.: DOS/SKILLS TRAINING/12(2)/2024

Date: - December 27, 2024

CIRCULAR

Sub: Transition of Remaining CMA Intermediate students to the New Skills Training Program

With reference to the Circular vide Ref. No.: DOS/CIRCULAR/10/2024 dated October 08, 2024, it is further clarified that -

- The remaining Intermediate students (for the December 2023 and June 2024 exam terms) will be transitioned to the new 'Skills Training Program 2024.' (Link:https://icmai.in/studentswebsite/Skill_Training_Intermediate_Cours_e.php). Details regarding the new program will be communicated shortly by the Directorate of Studies (DoS).
- Intermediate students who have already received login credentials must complete the recorded sessions and undertake the respective assessment tests. (Access the recorded sessions via https://icmai.in/Webinar_Portal/StudentsTraining/StudentLogin.aspx) The assessment test schedule will be announced soon.
- Intermediate students who have already completed their training under the Old Skills Training Program (SAP and others) are exempted from further training under the New Skills Training Program.

CMA (Dr.) D.P. Nandy
Secretary (Officiating) & HoD – Studies

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