



Ref. No.: DOS/SKILLS TRAINING/1/2025

Date: - January 14, 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 (Dec 2023, June 2024, Dec 2024 term and onwards)
2	Communication & Soft Skills	20 hrs	Online	DoS through IIT Madras (NPTEL)	For Oral and Postal Students (Dec 2023, June 2024, Dec 2024 term and onwards)
3	MS-Office	40 hrs	Hybrid	Regions/Chapters/CMASCs (For Oral Students of Dec 2024 term and onwards)	For Postal Students – DoS (Dec 2023, June 2024, Dec 2024 term and onwards)
4	E-Filing	20 hrs	Hybrid	Regions/Chapters/CMASCs (For Oral Students of Dec 2024 term and onwards)	For Postal Students – DoS (Dec 2023, June 2024, Dec 2024 term and onwards)
	Intermediate Skills Training Requirement	120 hrs			

Note:

1. Old Oral Students (Dec 2023 & June 2024 term) who have not received Skills Training Login/Communication from the DoS earlier, shall be directly trained by the DoS through online mode as per the above scheme. However, if any student of Dec 2023/June 2024 term who has completed the Skills Training Programme from Regions/Chapters/CMASCs, does not require to participate in this Training Programme again in the online mode provided by the DoS.
2. If any Postal Student who has already completed MS-Office & E-Filing Training from Regions/Chapters/CMASCs, does not require to participate in this Training Programme again in the online mode provided by the DoS.
3. Login Credentials for Communication & Soft Skills Training provided by IIT Madras (NPTEL) for the remaining students of Dec 2023 and June 2024 term will be shared shortly.
4. 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 & HOD – Studies
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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://eicmai.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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