



**The Institute of Cost Accountants of India**  
(Statutory Body under an Act of Parliament)



## Directorate of CAT

CMA Bhawan, 3rd Floor, C-42, Sector- 62, Noida (Uttar Pradesh) - 201301

### About the Institute

- The Institute of Cost Accountants of India was set-up in 1944 (Erstwhile ICWAI).
- It was granted Sovereign Status under an Act of Parliament in 1959.
- It is a premier national body engaged to profess, propagate, & regulate the profession of Cost and Management Accounting in India.
- It has more than 93,000 members in employment & practice, and more than 5 lakhs students.
- The Institute has grown as the world's second largest & Asia's largest professional body of cost & management accountants.
- The Institute has 4 regional offices & 2 centers of excellence; 114 chapters, nearly 400 recognized coaching centers, & 51 CMA support centers spread all across the country.
- The Institute also has 11 overseas centers in Washington DC, London, Canada, Singapore, Tanzania, Zambia, Nepal, Botswana, Bahrain, Muscat and Dubai.
- The Institute is a founding member of-
  - International Federation of Accountants (IFAC)
  - Confederation of Asian & Pacific Accountants (CAPA)
  - South Asian Federation of Accountants (SAFA)
- The Institute functions under the Administrative Control of Ministry of Corporate Affairs, Government of India.
- The Institute has headquarters at Kolkata and Administrative Office at Lodhi Road, New Delhi. The CAT Directorate functions from its Noida Office located at Sector 62, Noida(Uttar Pradesh).

### About Certificate in Accounting Technicians Course (CAT)

- To meet with the huge demand for entry level Accountants in India, the Institute launched a short-term Course in 2009 titled "**Certificate in Accounting Technicians (CAT)**" for 12<sup>th</sup> (10+2) passed and Under Graduates.
- The CAT course has been introduced in consultation with the Ministry of Corporate Affairs, Government of India.
- The CAT course is aligned with the Qualification Pack BSC/Q8101-Accounts Assistant of BFSI Sector Skill Council of India (BFSISSC).
- The CAT equip youth to become well versed with the maintenance of accounts, preparation & filing of various reports, returns, & e-forms under the Companies Act, Income Tax Act, GST, Customs Act, Export & Import Policy etc. It also imparts them required IT & soft skills.
- Total admissions: 34,500; Total Passed: 23,400; Employment: > than 90%



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Sl. No.	Particulars	Details
1.	Eligibility Criteria	Passed or appeared in Senior Secondary Examination under the 10+2 Scheme of a recognized Board or an equivalent examination
2.	Mode of Coaching	<ul style="list-style-type: none"><li>• Oral coaching through nearly 400 Recognized Oral Coaching Centres (ROCCs)</li><li>• Online coaching thro' live classes &amp; pre-recorded Videos</li></ul>
3.	Admission	Both Offline and Online
4.	Examination	MCQ based online home based examination held twice a year in January & July
5.	Fees	As per the norms of DGR
6.	Study Notes	Institute provides Study Notes to all CAT Students without any extra cost
7.	Learning Support	<ul style="list-style-type: none"><li>• Online Sample Questions and Practice Test Papers</li><li>• Fortnightly Doubt Clearance Sessions with Subject Experts</li></ul>
8.	Main Course	CAT passed students are eligible to take direct admission in CMA Intermediate with subject exemption in Paper 5:- Business Laws and Ethics.

### CAT COURSE PART -I (150 Hours)

- Paper 1: Fundamentals of Financial Accounting
- Paper 2: Applied Business and Industrial Laws
- Paper 3: Financial Accounting-2
- Paper 4: Statutory Compliance

### CAT COURSE PART-II (180 Hours)

- Computer Fundamentals by Microsoft & Computerized Accounting – Tally ERP 9.0
- SAP End User Program
- Cambridge – Generic Skills for Employability
- E-filing by Experts from Industry
- Introduction to Costing Principles and Preparation of Cost Statements

### ON JOB TRAINING - OJT (150 Hours)

[Click here](#) for complete syllabus of CAT Course



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### **Learning Skills:**

- Business Start-up Skills
- Financial Accounting
- Book Keeping
- Stores Management
- Cash Management
- Cost Management
- Procurement & Contract Management
- Marketing & Sales Management
- Bill Passing
- Income Tax, & GST Compliance
- Business and Industrial Laws
- Writing & Oral Communication Skills
- Presentation Skills
- Soft & IT/Computer Skills
- SAP & Tally
- Statutory Compliances
- E-filing of Forms, Returns & Reports
- Inculcating generic skills for employability

### **Employment Opportunities:**

- Self-Employment / Own Start-up
- Micro, Small & Medium Enterprises
- Business Processes Outsourcing (BPO)
- Knowledge Processes Outsourcing (KPO)
- Wholesale & Retail Sector
- Panchayats Accounting and Book-keeping
- Professional Institutes
- Large Corporate Organizations
- Tax Return Prepares
- Filing of Returns under Companies Act
- Filing of Returns under Income Tax, GST and Custom Act etc.

### **AAT Membership**

To promote professional development of CAT qualified Accountants, Institute incorporated non-profit company “**Association of Accounting Technicians (AAT)**”

- Membership of AAT to CAT passed students on payment of nominal annual fee
- Benefits of the AAT membership of the Institute:
  - Guidance from the CAT Directorate/ Institute on various professional matters
  - Access to the Institute’s e-library/ knowledge portal
  - Regular professional updates
  - Opportunity to attend Institute’s professional programs, webinars, seminars, conferences, workshops
  - Opportunity to have interaction and networking with other members of AAT
  - Inclusion in placement programs organized by AAT
  - For more details on AAT please visit <http://www.aat.net.in/>



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### Contact Us:

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For more details on CAT Course please visit CAT portal of Institute's website [www.icmai.in](http://www.icmai.in) or <https://icmai.in/icmai/cat/>