

Common Proficiency Test (CPT)

Frequently Asked Questions

1. What is the Common Proficiency Test?

It is an entry level test for Chartered Accountancy Course. It is a test of four subjects i.e. Accounting, Mercantile Laws, General Economics and Quantitative Aptitude. This test is of 200 marks. This test is divided into two sessions of two hours each (9.00 – 11.00 a.m. and 12.30 - 2.30 p.m.). CPT is an objective type test with negative marking.

2. Who can join the course?

A student who has passed the 10th standard examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto may register for Common Proficiency Test.

3. How to apply for admission to the CPT Course?

A student is required to apply in the prescribed form.

- A student may buy Prospectus remitting Rs.100. The application form is available in the Prospectus.
- Alternatively, the application form can be downloaded from our website www.icai.org as per the link below.
www.icai.org/icairoot/students/all_forms.jsp

While submitting the filled-in application form, a student has to remit Rs.100 for Prospectus along with registration and tuition fee.

- The Prospectus can also be procured by post from any of the offices of the Institute stated in Point 5 below on payment of Rs.140 (Rs.40 on account of postal charge).

4. What is the fees for registration?

The registration and tuition fee is Rs.3500, which is to be remitted along with filled in application form. In case a student submits downloaded application form, he should remit Rs.3600 (Rs.100 for Prospectus. A copy of the Prospectus will be sent to him along with the study package). This fee structure is applicable for (i) Indian students residing in India and other SAARC Countries and Bhutan; and (ii) students belonging to other SAARC countries and Bhutan.

The following students have to pay fees amounting to US\$ 200:

- (i) Students of foreign countries other than SAARC countries and Bhutan; and
- (ii) Indian Students residing abroad other than SAARC countries and Bhutan.

5. Where to submit/dispatch filled-in application form?

The application form can be obtained and / or submitted to the following Offices of the Institute in consonance with the address of the student as stated below:

STUDENTS BELONGING TO	DESPATCH ADDRESS
Gujarat, Maharashtra, Goa and Union Territories of Daman & Diu and Dadra & Nagar Haveli	Western India Regional Council of The Institute of Chartered Accountants of India, ICAI BHAWAN "Anveshak" 27 Cuffe Parade, Colaba,

	Mumbai - 400 005, Phone:022-39893989, Fax: 022- 39802953, E-mail: wro@icai.org
Andhra Pradesh, Kerala, Karnataka, Tamil Nadu and the Union Territories of Pondicherry and Lakshadweep Islands	Southern India Regional Council of The Institute of Chartered Accountants of India, ICAI BHAWAN, 122,M.G. Road, Post Box No. 3314 Nungambakkam, Chennai – 600 034, Phone: 044 - 39893989, Fax: 044-30210355, E-mail: sro@icai.org
Assam, Meghalaya, Nagaland, Orissa, West Bengal, Manipur,Tripura, Sikkim, Arunachal Pradesh, Mizoram, Andaman-Nicobar Islands	Eastern India Regional Council of The Institute of Chartered Accountants of India, ICAI BHAWAN, 7, Anandilal Poddar Sarani, (Russell Street) Kolkata – 700 071 Phone: 033-39893989, Fax: 033-30211145, E-mail: ero@icai.org
Uttar Pradesh, Bihar, Madhya Pradesh, Rajasthan, Uttaranchal, Chhatisgarh and Jharkhand	Central India Regional Council of The Institute of Chartered Accountants of India ICAI BHAWAN, Post Box No. 314, 16/77B, Civil Lines Kanpur – 208 001 Phone: 0512-3989398, Fax: 0512-3011173 E-mail: cro@icai.org
Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab and Union Territory of Chandigarh	Northern India Regional Council of The Institute of Chartered Accountants of India, ICAI BHAWAN, 52-54, Vishwas Nagar, Delhi 110032, Phone: 011-39893990, Fax: 011-30210680, E-mail: nro@icai.org

The student should make the draft payable accordingly to Mumbai, Chennai, Kolkata, Kanpur and New Delhi respectively.

6. [What are the subjects to be studied?](#)

SESSION – I (Two Sections– Two hours – 100 Marks)

- Section A: Fundamentals of Accounting (60 Marks)
- Section B: Mercantile Laws (40 Marks)

SESSION – II (Two Sections– Two hours – 100 Marks)

- Section C: General Economics (50 Marks)
- Section D: Quantitative Aptitude (50 Marks)

7. [What is the detailed syllabus?](#)

SYLLABUS FOR COMMON PROFICIENCY TEST (CPT)

(One paper – Four hours – 200 Marks)

Level of Knowledge: Basic knowledge

SESSION – I

(Two Sections– Two hours – 100 Marks)

Section A : Fundamentals of Accounting (60 Marks)

Objective

To develop conceptual understanding of the fundamentals of financial accounting system.

Contents

1. Theoretical Framework

- (i) Meaning and Scope of accounting
- (ii) Accounting Concepts, Principles and Conventions
- (iii) Accounting Standards – concepts, objectives, benefits
- (iv) Accounting Policies
- (v) Accounting as a measurement discipline – valuation principles, accounting estimates

2. Accounting Process

Books of Accounts leading to the preparation of Trial Balance, Capital and revenue expenditures, Capital and revenue receipts, Contingent assets and contingent liabilities, Fundamental errors including rectifications thereof.

3. Bank Reconciliation Statement

4. Inventories

Basis of inventory valuation and record keeping.

5. Depreciation accounting

Methods, computation and accounting treatment of depreciation, Change in depreciation methods.

6. Preparation of Final Accounts for Sole Proprietors

7. Accounting for Special Transactions

- (a) Consignments
- (b) Joint Ventures
- (c) Bills of exchange and promissory notes
- (d) Sale of goods on approval or return basis.

8. Partnership Accounts

Final accounts of partnership firms – Basic concepts of admission, retirement and death of a partner including treatment of goodwill.

9. Introduction to Company Accounts

Issue of shares and debentures, forfeiture of shares, re-issue of forfeited shares, redemption of preference shares.

Section B : Mercantile Laws (40 Marks)

Objective

To test the general comprehension of elements of mercantile law

Contents

1. The Indian Contract Act , 1872: An overview of Sections 1 to 75 covering the general nature of contract , consideration , other essential elements of a valid contract , performance of contract and breach of contract.
2. The Sale of Goods Act, 1930: Formation of the contract of sale – Conditions and Warranties – Transfer of ownership and delivery of goods – Unpaid seller and his rights.
3. The India Partnership Act, 1932: General Nature of Partnership – Rights and duties of partners – Registration and dissolution of a firm.

SESSION – II

(Two Sections– Two hours – 100 Marks)

Section C : General Economics (50 Marks)

Objective

To ensure basic understanding of economic systems, economic behaviour of individuals and organizations.

Contents

(I) Micro Economics

1. Introduction to Micro Economics
 - (a) Definition, scope and nature of Economics
 - (b) Methods of economic study
 - (c) Central problems of an economy and Production possibilities curve.
2. Theory of Demand and Supply
 - (a) Meaning and determinants of demand, Law of demand and Elasticity of demand
Price, income and cross elasticity
 - (b) Theory of consumer 's behaviour – Marshallian approach and Indifference curve approach
 - (c) Meaning and determinants of supply, Law of supply and Elasticity of supply.
3. Theory of Production and Cost
 - (a) Meaning and Factors of production
 - (b) Laws of Production – The Law of variable proportions and Laws of returns to scale
 - (c) Concepts of Costs Short-run and long-run costs, Average and marginal costs, Total, fixed and variable costs.

4. Price Determination in Different Markets
 - (a) Various forms of markets – Perfect Competition, Monopoly, Monopolistic Competition and Oligopoly
 - (b) Price determination in these markets.
- (II) Indian Economic Development
 5. Indian Economy – A Profile
 - (a) Nature of the Indian Economy
 - (b) Role of different sectors – Agriculture, Industry and Services in the development of the Indian economy, their problems and growth
 - (c) National Income of India – Concepts of national income, Different methods of measuring national income, Growth of national income and per capita income in various plans.
 - (d) Basic understanding of tax system of India – Direct and Indirect Taxation
 6. Select Aspects of Indian Economy
 - (a) Population – Its size, rate of growth and its implication for growth
 - (b) Poverty – Absolute and relative poverty and main programs for poverty alleviation
 - (c) Unemployment – Types, causes and incidence of unemployment
 - (d) Infrastructure Energy, Transportation, Communication, Health and Education
 - (e) Inflation
 - (f) Budget and Fiscal deficits
 - (g) Balance of payments
 - (h) External debts.
 7. Economic Reforms in India
 - (a) Features of economic reforms since 1991
 - (b) Liberalisation, Privatisation and Disinvestment
 - (c) Globalisation.
 8. Money and Banking
 - (a) Money – Meaning and functions
 - (b) Commercial Banks – Role and functions
 - (c) Reserve Bank of India – Role and functions, Monetary policy.

Section D : Quantitative Aptitude (50 Marks)

Objective

To test the grasp of elementary concepts in Mathematics and Statistics and application of the same as useful quantitative tools.

Contents

1. Ratio and proportion, Indices, Logarithms
2. Equations
Linear – simultaneous linear equations up to three variables, quadratic and cubic equations in one variable, equations of a straight line, intersection of straight lines, graphical solution to linear equations.
3. Inequalities
Graphs of inequalities in two variables common region.
4. Simple and Compound Interest including annuity Applications
5. Basic concepts of Permutations and Combinations
6. Sequence and Series – Arithmetic and geometric progressions
7. Sets, Functions and Relations
8. Limits and Continuity Intuitive Approach
9. Basic concepts of Differential and Integral Calculus (excluding trigonometric functions)
10. Statistical description of data
 - (a) Textual, Tabular & Diagrammatic representation of data.
 - (b) Frequency Distribution.
 - (c) Graphical representation of frequency distribution – Histogram, Frequency Polygon, Ogive
11. Measures of Central Tendency and Dispersion
Arithmetic Mean, Median – Partition Values, Mode, Geometric Mean and Harmonic, Mean, Standard deviation, Quartile deviation
12. Correlation and Regression
13. Probability and Expected Value by Mathematical Expectation
14. Theoretical Distributions
Binomial, Poisson and Normal.
15. Sampling Theory
Basic Principles of sampling theory , Comparison between sample survey and complete enumeration , Errors in sample survey , Some important terms associated with sampling , Types of sampling , Theory of estimation , Determination of sample size .
16. Index Numbers

8. Will there be any study package?

Yes. The Board of Studies provides a comprehensive study package including a large question bank. The Board of Studies also provides a CD for self-assessment. Using the CD, a student can get question paper sets of different subjects and test his level of preparation.

In addition, Volume I & II of the Model Test Papers are also being supplied to the students with study materials.

9. Shall I get the study materials on the same day on which the application form is submitted?

Normally, students belonging to Mumbai, Chennai, Kolkata, Kanpur, New Delhi, Ahmedabad, Bangalore, Baroda, Chandigarh, Coimbatore, Ernakulam, Hyderabad, Indore, Jaipur, Nagpur, Pune, and Surat are provided study materials on submission of the application form in respective Office of the Institute. Study materials are to be collected in person. For outstation students, study materials are sent by post through decentralized offices which takes normal postal delivery time to reach the students.

In addition, various other branches of the Institute also collect filled-in application form and distribute study materials. Presently students can collect study materials from the following Branches:

Sl.No.	City	Branches
1.	Ahmednagar	Ahmednagar Branch of WIRC of the ICAI 2 ND Floor, Mutha Chambers (Old Vasant Talkies) Market Yard Road Ahmednagar 414001
2.	Bangalore	Bangalore Branch of SIRC of the ICAI ICAI Bhawan No.16/0, Millers Tank Bed Area Bangalore-560 052
3.	Ernakulam	Ernakulam Branch of SIRC of the Institute of Chartered Accountants of India 57/3146, Dewan's Road, Ernakulam, Kochi - 682 016
4.	Ghaziabad	Ghaziabad Branch of CIRC of the ICAI Yamunotri Complex, 2 nd Floor, A-12, Ambedkar Road, Ghaziabad 201001
5.	Gorakhpur	Gorakhpur Branch of CIRC of The Institute of Chartered Accountants of India, 205, Sunanda Towers, 2 nd floor, Bank Road, Gorakhpur – 273 001
6.	Gwalior	Gwalior Branch of CIRC of the ICAI, F-104, Global Apartment, Opp. Income-Tax Office, City Centre, Gwalior 474001
7.	Hyderabad	Hyderabad Branch of SIRC of the Institute of Chartered Accountants of India 11-5-398/C, Red Hills,

		Hyderabad – 500 004
8.	Jaipur	The Chairman, Jaipur Branch of CIRC of the Institute of Chartered Accountants of India D-1, Institutional Area, Jhalana Doongri, Jaipur - 302004
9.	Jamnagar	The Chairman, Jamnagar Branch of WIRC of The Institute of Chartered Accountants of India, 531, 5 th floor, Indraprasth Market, Pancheshwar Tower Road, Jamnagar 361 001
10.	Kota	Kota Branch of CIRC of the ICAI Op. Maha Laxmi Apartment, 1 st Floor 13, Behind Gumanpura Police Station Jhalawar Road, Kota 324007
11.	Nagpur	Nagpur Branch of WIRC of the ICAI, ICAI Bhawan, 20/1, Dhantoli, Nagpur-440 012
12.	Ranchi	Ranchi Branch of CIRC of the Institute of Chartered Accountants of India Vyapar Bhawan, 3rd Floor, Lalji Hirji Road, Ranchi - 834 001
13.	Saharanpur	Saharanpur Branch of CIRC of the ICAI, 4/313, Boomanji Road, Above Central Bank of India, Near Pul Jogiyam Saharanpur 247001
14.	Tiruchirapalli	Tiruchirapalli Branch of SIRC of the ICAI, G-1, Green House Apartments, 28, Mc Donald's Road, Cantonment, Tiruchirapalli-620 001
15.	Tirunelveli	Tirunelveli Branch of SIRC of the Institute of Chartered Accountants of India, 65, 2 nd floor, Kailasapuram, North Street, Tirunelveli - 627 001
16.	Yamunanagar	Yamunanagar Branch of NIRC of the ICAI, SCO-1, 1 st Floor, Madhu Colony, Near Madhu Banquet Hall, Yamunanagar-135 001

10. [Is the Institute organising any oral coaching to assist the students for preparation?](#)

Yes. There are accredited institutions who are engaged in conducting oral coaching classes. A list of such institutions is available on the website as per the following links:

http://icai.org/icairoot/students/new_scheme/accreditation.pdf

11. **What are the different types of modules for oral coaching available?**

The different coaching modules are designed for conducting oral coaching:

Module I Crash Course Module	Crash Course comprising of 50 days	4 hours per day	Total teaching hours 200
Module II Regular Course Module	Regular Course comprising of 80 days	3 hours per day	Total teaching hours: 240

A student has to contact the Principal / Chief Co-ordinator of the accredited institution for admission to oral coaching classes and ascertain the type of modules available.

12. **What is the fees to be paid for undergoing oral coaching?**

Fees to be charged for different modules are decided by the accredited institutions.

13. **What is the eligibility for appearing in the examination?**

A registered student may appear in Common Proficiency Test after he has appeared in the Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognised by the Central Government as equivalent thereto and has complied with such requirements as may be specified by the Council from time to time.

14. **How to make application for appearing in the examination?**

A student has to follow the examination notification to be issued by the Examination Department of the ICAI and apply in the prescribed form along with the examination fee of Rs.400(inclusive cost of application form & exam fee). The Examination Department will announce the examination centres and issue admit card.

15. **What are the qualifying marks?**

The qualifying mark is 50%. A student has to remember that CPT is an objective type test with a negative marking for selecting wrong option which will be indicated in the question paper.

16. **When the CPT Exam are held?**

CPT examination is being held twice in a year i.e., in June & December.

17. **What is the next step after passing CPT?**

After passing CPT and 10+2 examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto, a student may join the Chartered Accountancy Course.

Education of Chartered Accountancy is divided into two levels:

- Professional Competence Course
- Final Course

There is a concurrent articulated training of 3 ½ years or equivalent audit training. Eight months of service as an audit assistant shall be reckoned as six months of articulated training. Also, a student is allowed to

undergo partly articulated training and partly audit training. Any fraction of a period less than eight months as audit assistant will be ignored.

After passing CPT and 10+2 standard examination as stated above, a student has to take admission to Professional Competence Course and concurrently register for articulated/audit training.

A student is advised to follow FAQs for Professional Competence Course. These are available on our website www.icaai.org.

18. [Where to submit filled-up examination form by hand?](#)

(i) Reception Counter, Annexe Building, The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi – 110 002. (Ph. 011 – 39893989)

(ii) Reception Counter, Northern Regional Office, The Institute of Chartered Accountants of India, 52 – 54, Institutional Area, Vishwas Nagar, Shahdara, Near Karkardooma Court Complex, Delhi – 110 032. (Ph. 011 39893990)

(iii) Reception Counter, The Institute of Chartered Accountants of India, ICAI Bhawan, 27, Cuffe Parade, Colaba, Mumbai – 400 005. (Ph. 022 – 39893989)

(iv) Reception Counter, The Institute of Chartered Accountants of India, ICAI Bhawan, 122, Mahatama Gandhi Road, Nungambakkam, Chennai – 600 034. (Ph. 044 – 39893989)

(v) Reception Counter, The Institute of Chartered Accountants of India, ICAI Bhawan, 7, Anandilal Poddar Sarani (Russell Street), Kolkata – 700 071. (Ph. 033 – 39893989)

(vi) Reception Counter, The Institute of Chartered Accountants of India, ICAI Bhawan, 16 / 77 – B, Civil Lines (Behind Reserve Bank of India), Kanpur – 208 001. (Ph. 0512 – 3989398)

(vii) Reception Counter, Ahmedabad Branch of WIRC of The Institute of Chartered Accountants of India, ICAI Bhawan, 123, Sardar Patel Colony, Navjivan, P.O. Naranpura, Stadium Road, Ahmedabad – 380 014. (Ph. 079 – 27680946, 27680537)

(viii) Reception Counter, Bangalore Branch of SIRC of The Institute of Chartered Accountants of India, ICAI Bhawan, No.16 / 0, Millers Tank Bed Area, Bangalore – 560 002. (Ph. 080 – 22205891, 22252546, 22257109)

(ix) Reception Counter, Baroda Branch of the Western India Regional Council of the ICAI, 2B, Ramkrishna Chambers, Productivity Road, VADODARA -390 005 (Ph. :0265 2351151)

(x) Reception Counter, Chandigarh Branch of the Northern India Regional Council of the ICAI, Institutional Area, Opp. Community Centre, Sector 35-B, CHANDIGARH -160 036 (Ph: 0172 5067756)

(xi) Reception Counter, Coimbatore Branch of the Southern India Regional Council of the ICAI, M.M.S Memorial Building, 8, Diwan Bahadur Road, R.S. Puram, COIMBATORE - 641 002 (Ph: 0422 2552872,)

(xii) Reception Counter, Ernakulam Branch of the Southern India Regional Council of the ICAI, 57/3146, Dewan's Road, Ernakulam, KOCHI -682 016 (Ph:0484 2369238, 2369258)

(xiii) Reception Counter, Hyderabad Branch of the Southern Indian Regional Council of the ICAI, 11-5-398/C, Red Hills, Hyderabad-500 004 (Ph. 040-23317026, 23393182)

(xiv) Reception Counter, Indore Branch of the Central India Regional Council of the ICAI, 101, Urvashi Complex, 1st floor, 3, Jaora Compound, INDORE -452 001 (Ph:0731 2702875)

(xv) Reception Counter, Jaipur Branch of the Central Indian Regional Council of the ICAI, D-1, Institutional Area, Jhalana Doongiri, Jaipur-302 004 (Ph. 0141-3044200, 3044206, 3044214)

(xvi) Reception Counter, Nagpur Branch of the Western India Regional Council of the ICAI, 20/1, Behind Vijayanand Society, Dhantoli, NAGPUR -440 012 (Ph. 0712 2443968)

(xvii) Reception Counter, Surat Branch of the Western India Regional Council of the ICAI, 3- A, Jaldarshan Apartment, Opp.Bahumali Building, Nanpura, SURAT -395 001 (Ph. 0261 2472932, 3207911)

(xviii) Reception Counter, Pune Branch of WIRC of The Institute of Chartered Accountants of India, ICAI Bhawan, 28 – A, Amber Chamber, 5th Floor, Appa Balwant Chowk, Budhwar Peth, Pune – 411 002. (Ph. 020 – 24451636)

19. [Where and how to send filled up examination form by post?](#)

Ensure that you fill up the OMR form strictly as per instructions and send in the special envelope provided in the Information Brochure to the following address By Registered / Speed Post so as to reach on or before 1730 hours of specified last date:

The Sr. Joint Secretary (Exams)
The Institute of Chartered Accountants of India
ICAI Bhawan, Indraprastha Marg
New Delhi – 110 002

Candidates are advised not to send their filled up form through private courier services. No responsibility for late / non – delivery will be taken.