

PRABHAKAR PAL AND ASSOCIATES

Chartered Accountants

Flat No. A1, GITA BHAWAN, 75-ROYPUR,
KOLKATA - 700 084
Contact : 6291571434, 9432258686
E-mail : pkpnassociates2021@gmail.com

Memo No. : PKPN/Rec./24-25/066

Dated : 23/10/2024

DETAILED STATEMENT OF RECRUITMENT OF ARTICLE ASSISTANT

SL NO.	Particulars	Description
1	Name of the firm	PRABHAKAR PAL AND ASSOCIATES
2	Address:	Flat No. A1, Ground Floor Gita Bhawan 75, Roypur Kolkata- 700084
3	Firm Registration no. (FRN)	332626E
4	Status of the Firm	Proprietorship
5	Membership no.	055067
6	Recruitment Category	Article Assistants
7	No. of Vacancies	2 (Two)
8	Job Description (in which fields the Assistants are expected to get training)	(1) Accounts recording/entries in Tally software, (2) accounts finalisation, (3) vouching and verification under Internal Audit assignment, (4) Reports and Returns under GST, (5) Statutory and Tax Audit of Companies and firms (6) Income Tax Return filing and Special Audit under I T Act (7) Forms and compliance under Registrar of Companies requirements (8) TDS Return filing under IT Act (9) Forensic Audit etc.
9	Candidates required qualifications	As specified in ICAI Regulations 1948 as amended time to time with additional attributes: (1) basic knowledge in accounting, (2) good communication skill and (3) well-versed in computer operation
10	Validity of this Notice	3 months from 01.11.2024 to 31.01.2025

PRABHAKAR PAL AND ASSOCIATES
Chartered Accountants
[FRN-332626E]

P. Pal
23/10/2024
CA Prabhakar Pal
M. No. 055067