



To,

The Secretary,
EIRC -ICAI Bhawan,7, Russel Street,
Kolkata – 700071

Date: 11.07.2025

Subject: Requirement for Article Assistant

Respected Sir/Madam,

We are writing to inform you that our firm, **A KAYES & CO**, is looking to recruit **Article Assistants** under the Chartered Accountancy Regulations. Kindly consider publishing the following details for circulation among eligible candidates or displaying it on the EIRC notice board/website.

Name of the Firm: A KAYES & CO

Location: 231, Kamalalaya Centre, 2nd Floor, 156A Lenin Sarani, Kolkata – 700 013

Required Skill in Software:

- Tally Prime Gold.
- Microsoft Excel & Word.
- Basic knowledge of Income Tax and GST filing support.
- Familiarity with ROC, MCA portal (preferred).

Job Responsibilities:

- Assisting in audits (Statutory, Internal, Tax, Bank & CAG)
- TDS & GST Compliances
- ROC compliance and MCA filing support
- Other tasks as may be assigned from time to time

Stipend: As per ICAI norms. **How to Apply:** Interested candidates may send their resume to **akayes123@gmail.com** or contact us at Mobile: **8420686925** Landline: **0332215-7252** for further details.

We request you to kindly take the necessary steps for notifying this requirement to eligible students. Thanking you,

Yours faithfully,

CA Alok Nath Paul
Partner
A KAYES & CO

