

# 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/Cert/24-25/067

Dated : 23.11.2024

## 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<br>Gita Bhawan<br>75, Roypur<br>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,<br>(2) accounts finalisation,<br>(3) vouching and verification under Internal Audit assignment,<br>(4) Reports and Returns under GST,<br>(5) Statutory and Tax Audit of Companies and firms<br>(6) Income Tax Return filing and Special Audit under I T Act<br>(7) Forms and compliance under Registrar of Companies requirements<br>(8) TDS Return filing under IT Act<br>(9) Forensic Audit etc. |
| 9      | Candidates required qualifications  | As specified in ICAI Regulations 1948 as amended time to time with additional attributes:<br>(1) basic knowledge in accounting,<br>(2) good communication skill and<br>(3) well-versed in computer operation   |
| 10     | Stipend   | AS per Regulations   |
| 11     | Validity of this Notice   | 3 months from <b>02.12.2024 to 28.02.2025</b>  |

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

P. Pal  
23/11/2024  
CA Prabhakar Pal  
M. No. 055067

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Chartered Accountants

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E-mail : pkpnassociates2021@gmail.com

Memo No. : PKPN/C276/24-25/067

Dated : 23.11.2024

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

Subject: Filling up of Vacancies for 2 (two) Article Assistants

Sir,

We are reputed, progressive and rapidly growing CA firm located at South Kolkata address: **Flat No. A1 (Ground Floor), Gita Bhawan, 75, Roypur, Kolkata-700084** and are engaged in different domains of professional services.

We are in immediate requirement of **2 (two)** young, dynamic and energetic Article Assistants for our Chartered Accountants Firm namely **PRABHAKAR PAL AND ASSOCIATES (FRN – 332626E)**. The candidates should have basic knowledge in accounting, good communication skill and well-versed in computer operation.

We firmly believe that the exposure and training, the Article Assistants will receive, will build their confidence and help to enhance their career prospects.

The fields of professional services, the firm is engaged are (1) accounts recording 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.

Interested candidates may apply through email:  
[pkpnassociates2021@gmail.com](mailto:pkpnassociates2021@gmail.com) and/or contact at +91-6291571434/8910446349.



Stipend payable: As per Regulation

It is requested to please circulate among students through publication in the notice board and through uploading in the appropriate place of ICAI website.

This Notice of Recruitment is valid for **3 months from 02.12.2024 to 28.02.2025.**

Thank you,  
With regards



CA Prabhakar Pal  
M. No. 055067

