



The Secretary,  
The Institute of Chartered  
Accountants of India,  
Nungambakkam High Road,  
Chennai - 600 034.



27-03-2021

Dear Sir,

We are looking for article clerks/paid assistants for our office. We would be much pleased if you kindly display this letter in the CA students' notice board/post online in SIRC website.

**Vacany for Article clerks/Paid Assistants**

We need candidates as article clerks/paid assistants for our audit firm . Exposure to Tax audits,bank audits,project reports,Basic accounting to finalization of accounts till incometax filing, Tds returns filing,GST reconciliation work,etc.,will be given.

Candidates should be any one of the following:

- (a) Passed IPCC /Intermediate, either of the Group or both
- (b)Direct entry with 60% score in Graduation
- (c)Graduates with good Knowledge of MS Excel,tally and other office softwares.

Attractive stipend will be given to eligible candidates.

Interested persons can call our cell no: 98411-76597 or send resume to our email address [bthbalan@gmail.com](mailto:bthbalan@gmail.com).

Thanking you,

Yours sincerely,

for **BALAN ASSOCIATES,**  
**CHARTERED ACCOUNTANTS,**

*Bew*

(BALAN T)  
M NO:027132  
PROPRIETOR.

