SUNIL ROSHAN AND ASSOCIATES
CHARTERED ACCOUNTANTS

Date: 18th December, 2025

To
The Secretary,
Institute of the Chartered Accountants of India
Southern India Regional Council
Nungambakkam High Road, Chennai

Dear Sir / Madam,

Sub: Intimation of Requirement of Staff / Trainees – Chartered Accountant Firm

We hope this communication finds you well.

We are a firm of Chartered Accountants engaged in professional practice in the areas of **Audit & Assurance, Direct and Indirect Taxation, Advisory, and Regulatory Compliance**. In connection with our professional requirements, we intend to engage suitable candidates for the following positions at our firm:

Sl. No.	Position	Number of Vacancies	Min. Qualification	Indicative Pay (in ₹. p.m.)*
1	Assistant Manager	1 No.	CA (Inter) or Equivalent	25,000 - 50,000
2	Audit Assistants	2 Nos.	B. Com. Or Equivalent	12,500 - 25,000
3	Articled Trainees	2 Nos.	CA (Inter)	7,500 - 12,500

*Note: The Pay is indicative and shall depend on the Experience and Expertise

Attributes Expected

Candidates applying for the above positions are expected to demonstrate:

- Discipline and adherence to professional ethics
- Integrity, honesty, and confidentiality in professional assignments
- Willingness to learn and develop professional competence
- Ability to understand assignments and endeavour to adhere to timelines
- Basic understanding of accounting, auditing, and taxation principles
- Good communication skills and professional demeanour
- Ability to work under supervision and as part of a professional team
- Commitment to quality, compliance, and due professional care

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
Received On
18 DEC 2025
Counter
CHENNAI

SUNIL ROSHAN & ASSOCIATES
CHARTERED ACCOUNTANTS
FRN 013589S

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ICAI FR No. 013589S
PAN ADCFS3374A

Other Pre-Requisites / Eligibility Criteria

1. **Working Knowledge:**

Knowledge Area \ Positions	**Assistant Manager**	**Audit Assistant**	**Articled Trainee**
Accounts	Advanced Knowledge	Basic Knowledge	Basic Knowledge
Accounting standards and fundamentals of auditing	Practical Exposure and experience in Handling Statutory and Tax Audits	Not Required	Basic Knowledge
Direct and Indirect Tax laws	Advacend Knowledge of Return filing and Compliances	Basic Knowledge	Basic Knowledge

2. Microsoft Excel and general office applications

3. **Professional Competence:**
   - Ability to comprehend professional instructions and documentation
   - Willingness to work under supervision and follow professional guidance

4. **Work Readiness:**
   - Readiness to adhere to professional timelines and client commitments
   - Willingness to visit client locations, as and when required
   - **Professional Responsibility & Work Commitment**
     Candidates are expected to demonstrate a strong sense of professional responsibility, ownership of work, and commitment to meeting statutory, regulatory, and client-driven timelines. The role may require reasonable extension of working hours during peak periods or deadlines, and applicants should possess the flexibility to ensure timely, accurate, and quality completion of assignments in accordance with professional standards.

5. **Language Proficiency:**
   - Working knowledge of English (written and verbal)
   - Knowledge of local language shall be an added advantage

Mode of Application

Candidates who are interested may submit their preliminary details, resume, and a recent photograph through the online form accessible via the QR Code provided below.

The information collected through the online form shall be used solely for the purpose of preliminary assessment. Submission of the form does not constitute an offer of employment or assurance of engagement, and engagement, if any, shall be subject to further evaluation and mutual agreement.

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Selection Process

Based on the information received, candidates found suitable may be invited for further interaction / interview. The decision regarding engagement shall be entirely at the discretion of the firm and in accordance with applicable professional and ethical requirements.

The above pre-requisites are indicative and not exhaustive. The firm reserves the right to determine suitability based on its internal assessment and professional requirements.

We request you to kindly bring the above requirement to the notice of eligible candidates of your institution. We shall be pleased to consider applications received in this regard.

Thanking you.

Yours faithfully,

For Sunil Roshan and Associates (FRN 013589S)
Chartered Accountants

SUNIL ROSHAN & ASSOCIATES CHARTERED ACCOUNTANTS FRN 013589S

CA. Sunil D (M. No. 223970)
Partner

Place : Chennai