

We are pleased to invite proposal of interest for the Internal Auditor of Kota Chapter of NIRC of ICSI with the criteria given below **on or before 20th April 2026**.

III] Criteria for the Appointment of Internal Auditors:

1. **The firm of the internal auditors should be at least in existence for ~~ten years for ICSI HQ, CCGRTs, ROs, Diamond and Platinum Chapters [including other offices of ICSI];~~ and five years for Gold and Silver Chapters.;**
2. **The Annual receipts of the firm from Professional assignment as per the previous year's audited annual accounts should not be less than ~~Rs. 25 Lacs for ICSI HQ, CCGRTs, ROs, Diamond and Platinum Chapters [including other offices of ICSI];~~ and **Rs. 10 Lacs for Gold and Silver Chapters.;****
3. **The auditors' firm should be internal auditors/ Statutory Auditors/ Secretarial Auditor for at least five entities in the previous three years.;**
4. Internal Auditors are to be appointed out of practicing Company Secretaries/ Chartered Accountants/ Cost Accountants, with a condition that the individual or partner of the firm should not be an office-bearer or relative of the office bearer of the Central Council/ Regional Council/ CCGRT Management Committee/ Chapter Managing Committee of ICSI.
Preference will be given to Company Secretaries in Practice preferably who have qualified the PMQ Course on Internal Audit from ICSI or Course on Internal Audit from any other Institute.
5. Peer Reviewed Audit firm preferably be appointed.
6. There is no disciplinary action against the Audit Firm.
7. The Firm or any of its partners or relative of the partner should not have any pecuniary or other interest in the ICSI such as faculty, examiner, observer, vendor etc.
8. CAG empanelment criteria shall be a mandatory prerequisite in cases where firm of Chartered Accountants are considered for appointment as Internal Auditor of ICSI HQ.
9. Appointment of Internal Auditors is to be made on year-to-year basis during the beginning of the financial year, i.e. preferably latest by April. For such purposes the Chapters should ensure that the proposal along with recommendations is sent to the concerned Regional Council for noting and to Directorate of Internal Audit at HQ for information. However, it shall be the responsibility of the Regional Office (RD/EO) to monitor the compliance of Guidelines for appointment of Internal Auditor before the same is placed in the Regional Council meeting.
10. Fees payable to the Internal Auditors would be borne by the respective offices.
11. Depending upon the volume of work involved, the fees payable to the Internal Auditors are to be decided in a judicious manner
12. The RO / Chapter Office should intimate to the Regional Office (for Chapters) and Directorate of Internal Audit, HQ regarding appointment and resignation of Internal Auditor within 15 days.