



THE INSTITUTE OF
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

PATNA
CHAPTER

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

For Appointment as Internal Auditor

Patna Chapter of EIRC of The Institute of Company Secretaries of India (ICSI)

Financial Year 2026-27

The Patna Chapter of EIRC of The Institute of Company Secretaries of India (ICSI) invites Expression of Interest (EOI) from eligible firms for appointment as **Internal Auditor** for the financial year 2026-27.

Remuneration:

₹7,000/- per quarter

Eligibility Criteria & Submission Requirements:

As per Section-G (Directorate of Internal Audit) of the ICSI Guidelines, 2020, the interested audit firms are required to submit the following documents along with their EOI:

A. Documentary Evidence (Scanned Copies):

1. Proof establishing that the firm has been in existence for at least **five (5) years** (applicable for Gold and Silver Chapters).
2. Audited Annual Accounts of the previous financial year indicating that the annual receipts are not less than:
 - ₹10 Lakhs (for Gold and Silver Chapters).
3. Details/documents evidencing that the firm has been appointed as **Internal Auditor / Statutory Auditor / Secretarial Auditor** for at least **five (5) entities** during the previous three years.

B. Self-Declaration on Letterhead:

1. A declaration confirming that:
 - The Internal Auditor is a **Practicing Company Secretary / Chartered Accountant / Cost Accountant**; and
 - Neither the individual nor any partner of the firm is an Office-bearer of the Council / Regional Council / Chapter. (*Preference shall be given to Company Secretaries in Practice who have qualified the PMQ Course on Internal Audit from ICSI or equivalent courses from other institutes.*)
2. A declaration confirming that **no disciplinary action is pending or has been initiated** against the Audit Firm.

Submission of EOI:

Interested firms are requested to submit their Expression of Interest along with the required documents within the stipulated timeline i.e. 24th April 2026 to the Patna Chapter of EIRC of ICSI.

The Chapter reserves the right to accept or reject any or all applications without assigning any reason thereof.

By Order of the Patna Chapter of EIRC of ICSI

Date: 18.04.2026

Place: Patna



ICSI Motto

सत्यं वद। धर्मं चर। इच्छते ते तृपते: क्रोधेन तु ते चरः।

Mission

"To develop high calibre professionals facilitating good corporate governance"

Vision

"To be a global leader in promoting good corporate governance"

Connect with ICSI

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