

Appointment as Internal Auditor – (ESSCI)

Dear [Firm Name/Partner's Name],

We are in the process of appointing an Internal Auditor for ESSCI for the financial year 2025-26, in line with the provisions of Section 138 of the Companies Act, 2013 and the applicable rules thereunder.

In order to evaluate and shortlist suitable firms, we request you to kindly share your profile and proposal in accordance with the following eligibility criteria:

1. Financial Criteria

The firm should have a minimum average annual turnover of INR 50 lakhs during the last 3 financial years.

The firm should not have been debarred/blacklisted by any statutory authority or regulatory body.

Professional fees expected may kindly be quoted along with applicable taxes.

2. Technical Criteria

The firm should be registered with ICAI and hold a valid FRN.

Minimum 10 years of experience in carrying out internal audits, preferably in education sector NGOs.

Experience in handling internal audits of companies with turnover exceeding INR 50 crores.

The firm should have an adequate team strength with minimum 5 qualified Chartered Accountants and 25 experienced audit staff.

Capability to submit periodic reports to the Audit Committee/Board within agreed timelines.

Submission Requirements

Interested firms are requested to provide:

A detailed firm profile (partners, team structure, office locations).

Relevant experience details of internal audits handled in the last 3 years.

Consent letter for appointment as Internal Auditor.

Professional fee quotation for the proposed engagement.

Kindly share the above information by 31/08/2025 at gmfinance@essc-india.org and ceo@essc-india.org. The final selection will be made by the Audit Committee/Board of Directors based on the evaluation of eligibility, experience, and commercial terms.

We look forward to receiving your proposal and building a long-term professional association.

Best Regards,

CA. Manoj Kumar