



THROUGH HUMANITY TO PEACE



Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

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Phones : (PBX Lines) 23716441, 42, 43
Website : www.indianredcross.org
Email : ircs@indianredcross.org

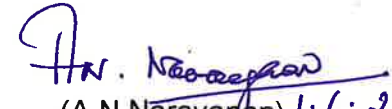
Headquarters :
1, RED CROSS ROAD,
NEW DELHI-110 001

File No.18013/11/20/FO

1st January 2026

Engagement of Chartered Accountancy Firm

Indian Red Cross Society (IRCS) inviting applications from Chartered Accountancy Firm for ensuring statutory compliance, financial prudence, and adherence to accounting standards on long-term basis. The terms and conditions and scope of work is given in Annexure. The completed applications should reach HR Manager, IRCS, NHQ, 1-Red Cross Road, New Delhi-110001 within 30 days from the date of publication in the website.


(A N Narayanan) 1.1.2026
Officer on Special Duty

TERMS & CONDITIONS / ELIGIBILITY / SCOPE OF WORK**1. Purpose of the Position.**

Services of a Chartered Accountancy firm for ensuring statutory compliance, financial prudence, and adherence to accounting standards. They will manage statutory filings coordinate with tax and government authorities, address compliance matters, and provide professional CA-level services to safeguard the financial interests of the organization

2. Key Responsibilities**Statutory and Regulatory Compliance**

- Ensure compliance with the Income Tax Act, Companies Act, Societies Registration Act, FCRA CSR rules, GST, and other applicable laws/regulations
- Prepare, review, and file statutory returns, including but not limited to:
 - ❖ Income Tax Returns (ITR)
 - ❖ Tax Deducted at Source (TDS) returns
 - ❖ Goods and Services Tax (GST) returns
 - ❖ FCRA returns and compliance
 - ❖ Professional Tax, EPF/ESI compliance, and other labour-related filings where applicable.
- File necessary applications, forms, and declarations with tax authorities and regulators
- Draft and file appeals against tax notices, demands, or penalties, and liaise with authorities to resolve disputes.
- Represent the organization before tax authorities government bodies, and auditors when required.
- Monitor updates in relevant taxation and financial legislation and ensure timely implementation.
- Act as a technical advisor to management on accounting standards, compliance requirements, and regulatory aspects.

3. Qualifications & Experience

- The Chartered Accountant firms is registered with the Institute of Chartered Accountants of India.
- Minimum 5 years of experience in finance, accounting, compliance, and taxation, preferably with NGOs trusts, or large non-profit organizations
- Strong knowledge of Income Tax, GST, FCRA, CSR provisions, and not-for-profit sector financial regulations.
- Proven experience in handling tax assessments, appeals, and statutory audits.
- Excellent communication, analytical, and advisory skills.

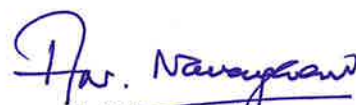
4. Duration of Appointment

- The appointment will be for an initial period of two years
- Based on performance, the contract may be extended on a yearly basis up to a maximum of five years.

5. The minimum amount for engagement of services of CA firm is Rs.50,000/- per month.

6. Interested firm should submit their application by speed post/ by hand, in a sealed cover marked as 'Application for the engagement of Chartered Accountancy Firm' to IRCS NHQ address at 1 Red Cross Road, Delhi-110001.

7. The deadline for submitting applications is 31st January 2026.


(A N Narayanan) 1.1.26
Officer on Special Duty