



भारत सरकार
GOVERNMENT OF INDIA
कारपोरेट कार्य मंत्रालय
MINISTRY OF CORPORATE AFFAIRS
शासकीय समापक उच्चन्यायालय मुंबई का कार्यालय
OFFICE OF THE OFFICIAL LIQUIDATOR
HIGH COURT BOMBAY

बैंक ऑफ इंडिया बिल्डिंग, पांचवी मंजिल, महात्मा गांधी मार्ग, मुंबई - ४०० ०२३.
Bank of India Building, 5th Floor, Mahatma Gandhi Road, Mumbai -
400023.

Telephone Office: - 2267 0024, 2267 5008. Fax: - 2269 2307.

OL/PA/CA/CS/ICWA/Counsel/2021 1999

Date: 12 AUG 2021

NOTICE

1) The Official Liquidator, High Court, Bombay invites applications in a prescribed format along with bio-data/Curriculum Vitae from eligible candidates for the post of Chartered Accountant, Company Secretary, Cost & Works Accountant, Drafting Counsel, the same will be referred as 'Associate / Drafting Counsel', on the temporary basis for minimum tenure of 12 months and on the monthly lump sum remuneration of Rs.40,000 subject to deduction of TDS, if any applicable. The eligible candidates shall submit their Application alongwith bio-data/Curriculum Vitae to the Official Liquidator on or before 24/08/2021.

The details of the posts and eligibility are given below:

Sr No.	Name	Qualification	Remuneration In Rs.	Experience
1	Chartered Accountant	CA Final passed	40,000/- p.m.	The candidate should have: 1. Completed mandatory Articleship / Training / Apprenticeship as the case may be. 2. Minimum 2 Years' experience excluding training
2	Company Secretary	CS Final passed	40,000/- p.m.	The candidate should have: 1. Completed mandatory Articleship / Training / Apprenticeship as the case may be. 2. Minimum 2 Years' experience excluding

3	Costs & Works Accountant	ICWA Final passed	40,000/- p.m.	training. The candidate should have: 1. Completed mandatory Articleship / Training / Apprenticeship as the case may be. 2. Minimum 2 Years' experience excluding training.
4	Drafting Counsel	LLB passed	40,000/- p.m.	Should have Minimum 3 Years' experience as an advocate.

2) The Associates/Drafting Counsel to be appointed are expected to have good communication skills written as well as verbal, team management skill, logical reasoning, sense of responsibility, well conversant with Excel, performing numerical work, having knowledge of Companies Act and Rules. Any candidate having more experience and higher qualifications may also apply and any applications received after 24.08.2021 shall not be entertained.

3) The candidate should submit the legible Application and Bio-data/ Curriculum vitae along with attested copy of Certificate of passing /prescribed qualification and certificate of experience as stated above through e-mail **ONLY** at olmumestt_2020@yahoo.com .

The detailed Terms and Condition for appointment as Associate/Drafting Counsel in the office of the Official Liquidator may be downloaded from the website of the Official Liquidator at www.officialliquidatormumbai.com:

The prescribed format of application is available on the Official Liquidator website i.e. www.officialliquidatormumbai.com

In case of misrepresentation/suppression of facts and/or submission of false/forged documents will entails the action against such candidate including termination of services without any notice and remuneration paid, if any, will be recovered.

The Job profile: The selected candidates shall have to work under the supervision of the Official Liquidator and/or any other officer of the office of the Official Liquidator. The following shall include in the job profile.

- i) To review and prepare brief of the company (In Liqn.) from the available files.
- ii) To adjudicate the claims of the workers/creditors and other stakeholders of the company (In Liqn.)
- iii) To declare the dividend to the claimants.

- iv) Examination and scrutiny of Statement of Affairs of the company (In Lign.), Lease deeds, Assignment agreements, Balance sheet, statutory registers & Forms etc.
- v) Preparation of half yearly statements, updating the cash books manually, filing of income tax returns and any other accounting work assigned from time to time.
- vi) Any other work relating to liquidation proceedings as directed by the higher Authorities.
- vii) Counsels may be required to accompany the Officers while attending the Court matters and assist the Legal cell as and when required.
- viii) Counsels expected to prepare draft reports, affidavit in reply, rejoinder, written statements etc.
- ix) Associates/Drafting Counsels are expected to do any other work as and when directed by the Officers of the office.

SELECTION PROCESS:

- i) The applications received will be scrutinized and only the shortlisted candidates will be intimated **THROUGH E-MAIL** to attend the screening process.
- ii) No intimation will be provided to the candidates who have not been shortlisted.
- iii) Candidates already appeared for screening process may apply again if they so desire.

Dated this 12 day of August, 2021



(V.P.KATKAR)
OFFICIAL LIQUIDATOR
HIGH COURT, BOMBAY

TERMS AND CONDITIONS FOR THE POST OF ASSOCIATE CHARTERED ACCOUNTANT, ASSOCIATE COMPANY SECRETARY, ASSOCIATE COST & WORKS ACCOUNTANTS, DRAFTING COUNSEL, THE SAME WILL BE REFERRED AS 'ASSOCIATE / DRAFTING COUNSEL'

I) The Associate / Drafting Counsel so appointed are supposed to attend the office of the Official Liquidator 5 days a week i.e. Monday to Friday from 9.30 a.m. to 6.00 p.m. and any other days , if required by the Official Liquidator from time to time;

II) To do the work assigned by the Official Liquidator and any other authorized officer of the Official Liquidator;

III) All public holidays as applicable to the office of the official Liquidator are applicable to the Associate / Drafting Counsel so appointed unless and until specially instructed by the Official Liquidator;

IV) Associate / Drafting Counsel so appointed will be allowed to take one day paid leave for every month with prior approval of the Official Liquidators and if Associate / Drafting Counsel absent for more than a day then his/her remuneration will be deducted for such absence;

V) The Official Liquidator may terminate the services of the Associate / Drafting Counsel without assigning any reasons in case if the Associate / Drafting Counsel is absent for consecutive 3 days without any approval OR in case any complaint is received against the Associate / Drafting Counsel or performance of the Associate / Drafting Counsel is not satisfactory;

VI) A remuneration of Rs.40,000/- per month, per Associate / Drafting Counsel will be paid, subject to TDS, if any;

VII) The Associate / Drafting Counsel should have completed mandatory training Articleship/Apprenticeship (as the case may be) as prescribed by Institute of Institute of Chartered Accountants of India, Institute of Company

Secretaries of India, Institute of Costs Works & Accountants of India and on BAR COUNCIL of Maharashtra as the case may be;

VIII) The Associate should have minimum 2 years' experience excluding the mandatory training/ Article-ship / Apprenticeship (as the case may be) and The Drafting Counsel should have minimum 3 years' of experience as an advocate;

IX) The appointment of Associate / Drafting Counsel shall be for tenure of 12 months starting from the date of appointment;

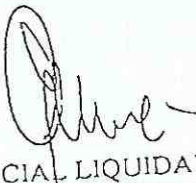
X) Contract of Associate / Drafting Counsel would be terminable by either side at any time with Notice of one month, without assigning any reason;

XI) Associate / Drafting Counsel are expected to maintain the dignity and decorum of the office.

XII) Associate/Drafting Counsel should not disclose the information/documents of the office of the Official Liquidator with which he has dealt with to any third party during the tenure as an associate/drafting counsel and even after resignation without prior approval of the Office of the Official Liquidator.

XIII) The Official Liquidator is entitled to frame such other suitable rule as may be deemed fit for the conduct and regulation of the service of the Associate/Drafting Counsel.

Dated this 5th day of February, 2021


OFFICIAL LIQUIDATOR
HIGH COURT, BOMBAY

APPLICATION FORM

PHOTO

1. Name and Address :
2. Date of Birth :
3. Educational Qualification:
4. Date of passing Final Examination (CA/CS/ICWA/LLB):
5. Details of completion of Articleship Training/ Mandatory Training if any:
6. Contact Number:
7. Email Id:
8. Experience (If any):
9. Computer Literacy:
10. Management Courses:
11. Accounting Knowledge:
12. Any other information:

I hereby declare that the above information is true and correct to best of my knowledge.

Name :

Date :

Signature:

Place :

