



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 - 400 023.

Bank of India Building, 5<sup>th</sup> Floor, Mahatma Gandhi Road, Mumbai - 400023.

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

OL/PA/CA/CS/ICWA/Counsel/1271

Date:

~~1707-708-8~~

8 JUL 2021

To,  
Ms. Priti Savla  
Chairperson-WIRC  
The Institute of Chartered Accountant of India  
Plot No.C-40, G-Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai-400 051

Sub:- Recruitment of 13 Associates consisting of 5 Chartered Accountant, 2 Company Secretary, 3 Cost and Work Accountant and 3 LLB as Drafting Counsel

Ref:-Uploading the notice of the Official Liquidator for inviting application from Chartered Accountants in the office of the Official Liquidator, High Court Bombay.

Sir/Madam,

This is in reference to the subject cited above, I am to state that the office of the Official Liquidator is in the process of recruiting Chartered Accountants, Company Secretaries, Cost and Works Accountant and LLB as Associates on contract basis for a period of 12 months on a monthly remuneration of Rs.40,000/- p.m. subject to TDS and on the terms and conditions governing such appointment. In this regard you are requested to upload the Notice for inviting applications from Chartered Accountant to be appointed as Associate in the office of the Official Liquidator. The Associates so appointed are required to carry out work of liquidation proceedings in the office of the Official Liquidator, Mumbai. The work to be performed can be illustrated as below:

- 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 Liqn.), 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.

The Associates 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. Further you are requested to refer the legible/suitable candidates to be appointed as Associates.

**SELECTION PROCESS:**

- i) The applications received will be scrutinized and only the shortlisted candidates will be intimated **THROUGH E-MAIL** to attend the written test and/or interview as the case may be.
- ii) No intimation will be provided to the candidates who have not been shortlisted.

The Notice, Terms and Condition and prescribed Format which are uploaded on the website ([www.officialliquidatormumbai.com](http://www.officialliquidatormumbai.com)) of the official Liquidator are enclosed hereto. You are requested to upload the same on your official website and give wide publicity for the same and intimate this office accordingly.

Yours faithfully,

(V.P.Katkar)  
Official Liquidator  
High Court, Bombay

Encl:- Notice dated  
Terms and Conditions  
Prescribed Format

8/12/21 o/c

APPLICATION FORMPHOTO

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 :