

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

पॉचवी मंजिल, बैंक ऑफ इंडिया बिल्डिंग, महात्मा गांधी मार्ग, मुंबई - ४०००२३.

5<sup>TH</sup> FLOOR, BANK OF INDIA BUILDING, M. G. ROAD, FORT, MUMBAI - 23

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

E-mail: - samapakmum@yahoo.com

शीघ्र डाक  
SPEED POST

OL/PA/CA/CS/ICWA/LLB/ 2261

Date: - 11 JAN 2023

To,  
The Chairperson  
The Institute of Chartered Accountant of India.  
Plot No.C-40, G-Block, Bandra Kurla Complex,  
Bandra (East), Mumbai - 400051.

Subject: - Notice for inviting applications for the posts of  
Associate/Drafting Counsel.

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 graduates as Associates/Drafting Counsels on contract basis for a period of 12 months on a monthly remuneration of Rs.50,000/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 CA/CS/ICWA/LLB to be appointed as Associate/Drafting Counsel in the office of the Official Liquidator subject to terms and conditions. The Associate/Drafting

Counsel 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) Drafting Counsels may be required to accompany the Officers while attending the Court matters and assist the Legal cell as and when required.
- viii) Drafting Counsels expected to prepare draft reports, affidavit in reply, rejoinder, written statements etc.
- ix) Drafting Counsels are expected to do any other work as and when directed by the Officers of the office.
- x) 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 appear for 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 herewith. You are requested to upload the same on your website and give wide publicity for the same and intimate this office accordingly.

Yours faithfully,



(Chandan Kumar)

Official Liquidator

High Court, Bombay

ok

Encl: - Notice dated 11.01.2023, Terms and Conditions and Prescribed Format.



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OFFICE OF THE OFFICIAL LIQUIDATOR, HIGH COURT, BOMBAY

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Date: - 11 JAN 2023

### 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 a temporary basis for minimum tenure of 12 months and on the monthly lump sum remuneration of Rs.50,000/- 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 22.01.2023.

2) The details of the post and eligibility are given below:

	<b>Remunera tion in Rs.</b>	<b>Prescribed Qualification</b>	<b>Experience</b>
Chartered Accountant	50,000/-	CA Final Passed	<p>1. Should have completed mandatory Articleship / training / Apprenticeship as case may be</p> <p>2. Minimum 2 years' experience excluding training</p>
Company Secretary	50,000/-	CS Final passed	<p>1. Should have completed mandatory Article ship / training / Apprenticeship as case may be.</p> <p>2. Minimum 2 years' experience excluding training</p>
Cost and work accountant	50,000/-	ICWAI/CMA Final Passed examination	<p>1. Should have completed mandatory Article ship / training / Apprenticeship as case may be.</p>

			2. Minimum 2 years' experience excluding training
Drafting Counsel	50,000/-	LL.B Final Passed	1. Completed mandatory Articleship/ Training/ Apprenticeship, if any. 2. Minimum 3 years experience in addition to above.

- 3) 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 more qualification may also apply and any applications received after 22.01.2023 shall not be entertained.
- 4) The candidate should submit the legible Application and Bio Data/ Curriculum vitae alongwith attested copy of certificate of passing/prescribed qualification and certificate of experience as stated above through e-mail **ONLY** at [olmumestt\\_2020@yahoo.com](mailto: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](http://www.officialliquidatormumbai.com)

The prescribed format of application is available on the Official Liquidator website i.e. [www.officialliquidatormumbai.com](http://www.officialliquidatormumbai.com).

In case of misrepresentation/suspension of facts and/or submission of false/forged documents will entails the action against such candidate including termination of service 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 Liqn.).
- 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. Drafting Counsel may be required to accompany the officers while attending the court matters and assist the Legal cell as and when required.
- viii. Drafting 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 written test and/or interview, as the case may be.
- ii) No intimation will be provided to the candidates who have not been shortlisted.
- iii) Candidates already appeared for screening process can apply again, if they so desire.

The decision of the Official Liquidator with regard to eligibility and selection shall be final.

Dated this 11<sup>th</sup> day of January 2023.

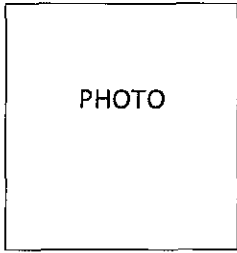


OFFICIAL LIQUIDATOR  
HIGH COURT, BOMBAY

o/c



**APPLICATION FORM**



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 Article ship Training/  
Mandatory Training if any:
6. Contact No:
7. Email Id:
8. Experience:
  - a. Total No. of years –
  - b. Details of (a) above –
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:

**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 pm. 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 Liquidator 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.50,000/- 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 (if any, as the case may be) as prescribed by 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 & Goa 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 excluding the mandatory training/ Articleship/Apprenticeship (If Any)
- 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 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 11<sup>th</sup> day of January, 2023.



OFFICIAL LIQUIDATOR  
HIGH COURT, BOMBAY