



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.

5TH 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/ 2694

Date:- To, 10 JAN 2024

To,

The Chairperson,

The Institute of 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 Drafting
Counsel/Associates.

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 Drafting Counsels/Associates on contract basis for a period of 12 months on a monthly remuneration of Rs.50,000/p.m. subject to TDS if any applicable 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 Drafting Counsel/Associates in the office of the Official Liquidator subject to terms and conditions. The Drafting Counsel/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) 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 or the both, as the case may be,
- ii) No intimation will be provided to the candidates who has not been shortlisted.

The Notice, Terms and Condition and prescribed Format which are uploaded on the website (www.mca.gov.in) 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.

Encl: - Notice dated 18.01.2024, Terms and Conditions and Prescribed Format.





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

Date: -

NOTICE

- 1) The Official Liquidator, High Court, Bombay invites applications in a prescribed format along with bio-data/Curriculum Vitae from eligible candidates of Chartered Accountant, Company Secretary, Cost & Works Accountant, and LLB for appointing as Drafting Counsel, the same will be referred as 'Drafting Counsel /Associate', on a temporary basis for tenure of 12 months and on the monthly lump- sum remuneration of Rs.50,000/-p.m 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 29.01.2024.
- 2) The details of the post and eligibility are given below:

Sr. No.	Name	Qualification	Experience
1	Associates	LL.B Final Passed	Minimum 3 years experience of Legal practice at Bar.

2	Chartered Accountant	CA Passed	Final	Chartered Accountant who holds a membership of ICAI with 3 years of practice as a practicing Chartered Accountant or 3 years of job experience.
3	Company Secretary	CS passed	Final	Company Secretary Who holds a membership of ICSI with 3 years of practice as a practicing Company Secretary or 3 years of job experience.
4	Cost and work accountant	ICWAI/CMA Final Passed examination		Costs & Works Accountant who holds a membership of ICMAI with 3 years of practice as a practicing Company Secretary or 3 years of job experience.

3) The Drafting Counsel /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. Any candidate having more experience and more qualification may also apply and any applications received after 29.01.2024 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.

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.

- 1) To review and prepare brief of the company (In Liqn.) from the available files.
- 2) To adjudicate the claims of the workers/creditors and other stakeholders of the company (In Liqn.).
- 3) To declare the dividend to the claimants.
- 4) Examination and scrutiny of Statement of Affairs of the company (In Liqn.).
- 5) 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.
- 6) Any other work relating to liquidation proceedings as directed by the higher Authorities.

- 7) Drafting Counsel may be required to accompany the officers while attending the court matters and assist the Legal cell as and when required.
- 8) Drafting Counsels expected to prepare draft reports, affidavit in reply, rejoinder, written statements etc.
- 9) 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 or the both, as the case may be.
- ii) No intimation will be provided to the candidates who has 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 18th day of January, 2024.



OFFICIAL LIQUIDATOR
HIGH COURT, BOMBAY.

**TERMS AND CONDITIONS FOR APPOINTMENT OF
DRAFTING COUNSEL/ASSOCIATES: -**

- I) The Drafting Counsel/Associate 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 Drafting Counsel/Associate so appointed unless and until specially instructed by the Official Liquidator;
- IV) Drafting Counsel/Associate so appointed will be allowed to take one day paid leave for every month with prior approval of the Official Liquidator and if Drafting Counsel/Associate 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 Drafting Counsel/Associate without assigning any reasons in case if the Drafting Counsel/Associate is absents himself/herself for consecutive 2 days or 3 days in a month without any approval OR in case performance of the Drafting Counsel/Associates is not satisfactory OR for any other reason to be recorded in writing by Official Liquidator;
- VI) A remuneration of Rs.50,000/- per month, per Drafting Counsel/Associate will be paid, subject to TDS, and any other applicable taxes if any:

- VII) The appointment of Drafting Counsel/Associate shall be for tenure of 12 months starting from the date of appointment:
- VIII) Contract of Drafting Counsel/Associate would be terminable by either side at any time with Notice of one month, without assigning any reason;
- IX) Drafting Counsel/Associate are expected to maintain the dignity and decorum of the office.
- X) Drafting Counsel/Associate 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 a Drafting Counsel/Associate and even after resignation without prior approval of the Office of the Official Liquidator.
- XI) 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 Drafting Counsel/Associate.

Dated this 18th day of January, 2024.



OFFICIAL LIQUIDATOR
HIGH COURT, BOMBAY

**APPLICATION FORM FOR THE ENGAGEMENT OF DRAFTING
COUNSELS/ASSOCIATES IN THE O/o OFFICIAL LIQUIDATOR,
MUMBAI**

Self attested

PHOTO

1. Name and Address:
2. Father's Name/Spouse Name (Please strike off which is not applicable):-
3. Date of Birth:
4. Educational Qualification:
5. Date of passing Final Examination:
(CA/CS/ICWA/LLB)
(Please enclose self-attested Certificate(s))
6. Contact No:
7. Email Id:
8. Experience:
 - a. Total No. of years –
 - b. Details of (a) above –
(Please enclose self-attested Certificates)
9. Details of Employments in last two years:
10. Contact details of past employer(s):

I hereby declare that the above information is true and correct to best of my knowledge. If any information is found incorrect I shall be liable for action as per applicable Law.

Name:

Date:

Signature:

Place: