



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/2021/6455

Date: 5 FEB 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 15.2.2021. 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 training

				training.
3	Costs & Works Accountant	ICWA 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.
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 application received after 15.2.2021 shall not be entertained.

3) 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** .

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 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.

**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.

Dated this 5<sup>th</sup> day of February, 2021



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