



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/Drafting Counsel 1945 2944

Date: 16 DEC 2021

To,

ICAI Bhawan,  
Plot No. 8, Parshavnath Nagar, CTS No. 333,  
Sr. No. 573, Munjeri, opp. To kale Hospital,  
Bibwewadi, Near Mahavir Electronic Pune,  
Pin-411037.

Sub:- Recruitment of 05 Associates consisting of 4 Chartered Accountant, 1 (One) Cost and Work Accountant (CMA).

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

Sir/Madam,

This is in reference to the subject cited above, I am directed to state that the office of the Official Liquidator is in the process of recruiting Chartered Accountants, Cost and Works Accountant as Associates on contract basis for a period up to 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 Cost and Management 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,



(Imran A. Siddiqui)  
Dy. Official Liquidator  
High Court, Bombay

Encl:- Notice dated  
Terms and Conditions  
Prescribed Format

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.

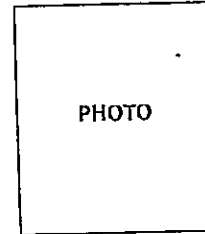
XII) Associate/Drafting Counsel should not disclose the information/documents of the office of the Official Liquidator with which he has dealt with to any third party during the tenure as an associate/drafting counsel and even after resignation without prior approval of the Office of the Official Liquidator.

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



OFFICIAL LIQUIDATOR  
HIGH COURT, BOMBAY

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 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 :



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GOVERNMENT OF INDIA

कारपोरेट कार्य मंत्रालय

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शासकीय समापक उच्चन्यायालय मुंबई का कार्यालय

OFFICE OF THE OFFICIAL LIQUIDATOR

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16 DEC 2021

OL/PA/CA/CS/ICWA/Counsel/2021 4910

Date: \_\_\_\_\_

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, Cost & Works Accountant, Drafting Counsel and the same will be referred as 'Associate / Drafting Counsel', on the temporary basis for a 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 24/12/2021. 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	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.

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 24/12/2021 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 olmunestt\_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/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.

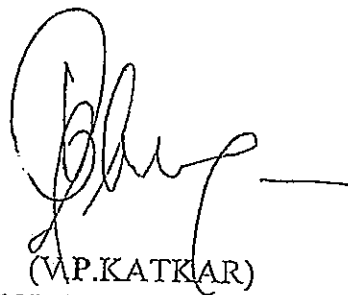
- i) To review and prepare brief of the company (In Liqn.) from the available files.
- ii) To adjudicate the claims of the workers/creditors and other stakeholders of the company (In Liqn.)
- iii) To declare the dividend to the claimants.
- iv) Examination and scrutiny of Statement of Affairs of the 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.
- iii) Candidates already appeared for screening process may apply again if they desire so.

Dated this 15<sup>th</sup> day of December, 2021



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