



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

OL/PA/CA/CS/ICWA/LLB/ 5384

Date:- 15 OCT 2023

To,
Regional Director,
Institute of Company Secretary of India,
13,56 and 578 Jolly Maker Chamber II,
1st Floor (5th floor),
Nariman Point, Mumbai-400021.

शीघ्र डाक
SPEED POST

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 12th Oct, 23 , Terms and Conditions and Prescribed Format.