



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 इन्डिया बिल्डिंग, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

5TH FLOOR, BANK OF INDIA BUILDING, M. G. ROAD, FORT, MUMBAI - 01.

Telephone No. 2267 0024 / 2267 5008, Fax. 2269 2307

No. OL/Estt./D.C.&Asso./2025 4956

Dated: - 05.05.2025

- 5 MAY 2025

To,
The Content Manager
Ministry of Corporate Affairs
5th Floor, A-Wing, Shastri Bhawan,
New Delhi -110001

Sub: Invitation of application from eligible candidates for **The Drafting Counsel / Associates** on a temporary basis in the office of official liquidator, Mumbai.

Sir,

With reference to the subject cited above, I am to state that Hon'ble High Court, Bombay vide order dated 14.12.2024 passed in Official Liquidator Report No. 112 of 2024 has been pleased to allow the office of the Official Liquidator to invite application from eligible candidates for the Drafting Counsel (Advocates)/ Associates (Chartered Accountant/Company Secretary/Costs & Management Accountant) on a temporary basis for the period of 12 Months in the office of Official Liquidator, Mumbai.

A notice for inviting applications from eligible candidates to be appointed as Drafting Counsel / Associates in the office of Official Liquidator, Mumbai providing Selection Process alongwith Terms and Conditions and a prescribed application format is enclosed herewith.

You are requested to upload/place the said NOTICE, Terms & Conditions and application format on your website/Notice Board so as to give wide publicity to the same.

Yours faithfully,

OFFICIAL LIQUIDATOR,
HIGH COURT, BOMBAY.

Encl: NOTICE, Terms & Conditions and application format for Drafting Counsel / Associates.



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5th FLOOR, BANK OF INDIA BUILDING, M. G. ROAD, FORT, MUMBAI
- 400001.

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

E-mail: - samapakmum@yahoo.com

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

Date: -

NOTICE FOR INVITATION OF APPLICATION FROM ELIGIBLE
CANDIDATES FOR THE DRAFTING COUNSEL / ASSOCIATES ON A
TEMPORARY BASIS IN THE OFFICE OF OFFICIAL LIQUIDATOR,
MUMBAI

1) The earlier notice dated 24/12/2024 bearing reference OL/PA/CA/CS/ICWA/LLB/stands withdrawn. All those who applied pursuant to the said notice are advised to apply afresh.

2) The Official Liquidator, High Court, Bombay invites applications in a prescribed format along with bio-data/Curriculum Vitae from eligible candidates who are Advocates for **Drafting Counsel** and from Chartered Accountant, Company Secretary, Cost & Works Accountant for **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 along with bio-data / curriculum vitae to the Official Liquidator on or before 01/06/2025.

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

Sr. No.	Name	Qualification	Experience
1	Drafting Counsel	LL.B	Minimum 3 years experience of Legal practice at Bar preferably with knowledge of Company Law/Corporate Laws.
2	Associate	Chartered Accountant/ Company Secretary/ Cost and Work Accountant	Chartered Accountant who holds a membership of ICAI with 3 years of practice as a practicing Chartered Accountant or 3 years of job experience preferably with knowledge of Company Law/Corporate Laws. OR Company Secretary who holds a membership of ICSI with 3 years of practice as a practicing Company Secretary or 3 years of job experience preferably with knowledge of Company Law/Corporate Laws. OR Costs & Works Accountant who holds a membership of ICMAI with 3 years of practice as a practicing Cost Accountants or 3 years of job experience preferably with knowledge of Company Law/Corporate Laws.

- 4) 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 MS-Excel, performing numerical work, having knowledge of Companies Act and Rules. Any candidate having more experience and more qualification may also apply.

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- 5) The candidate should submit the legible Application and Bio Data/ Curriculum vitae alongwith attested copy of certificate of prescribed qualification and certificate of experience as stated above through e-mail ONLY at olmumestt_2020@yahoo.com.

Misrepresentation/suppression 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 Officers 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 and prepare draft report, reply, rejoinders, affidavit and other documents as may be required in discharge of functions of Official Liquidator.
- ii) To assist Official Liquidator in adjudication of claims of the workers/creditors and other stakeholders of the company (In Liqn.).
- iii) To assist Official Liquidator in declaration and disbursement of dividend to the claimants.
- iv) Examination and scrutiny of Statement of Affairs of the company (In Liqn.).
- v) To assist in 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.

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- 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) 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 interview.
- ii) Further, selection process shall involve an interview of the candidates by an interview panel presided over by a former High Court Judge and two Senior Advocates, one from the Original Side and one from Appellate Side of Hon'ble High Court, Bombay or as may be directed by the Hon'ble Company Court.
- iii) No intimation will be provided to the candidates who have not been shortlisted.

The decision of the above mentioned interview panel with regard to eligibility and selection shall be final.

Dated this 5th day of May, 2025.


OFFICIAL LIQUIDATOR
HIGH COURT, BOMBAY.

TERMS AND CONDITIONS FOR APPOINTMENT OF DRAFTING

COUNSEL/ASSOCIATES: -

- I. The Drafting Counsel/Associate so appointed shall attend the office of the Official Liquidator (as and when required by the Official Liquidator). The Drafting Counsel/Associate can take up private brief/assignment keeping the concerned officer in-charge sufficiently informed about the same. However, the Drafting Counsel/Associate shall ensure that their private brief/assignment does not interfere with the efficient discharge of his/her duties as Drafting Counsel/Associate of the Official Liquidator. It is also made clear that the Drafting Counsel/Associate will not advise any party or act in any case against the Official Liquidator.
- 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. The Official Liquidator may terminate the services of the Drafting Counsel/Associate without assigning any reasons in case the Drafting Counsel/Associate 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 the Official Liquidator;

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- V. A remuneration of Rs.50,000/- per month to Drafting Counsel/Associate will be paid, subject to TDS, and any other applicable taxes if any:
- VI. The appointment of Drafting Counsel/Associate shall be for a tenure of 12 months starting from the date of appointment:
- VII. Contract of Drafting Counsel/Associate would be terminable by either side at any time with Notice of one month, without assigning any reason;
- VIII. Drafting Counsel/Associate are expected to maintain the dignity and decorum of the office.
- IX. 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.
- X. 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 5th day of May 2025.



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: (LLB/CA/CS/ICWA)
(Please enclose self-attested Certificate(s)).
6. Work experience in the field of Company Law / Corporate laws.
7. Contact No:
8. Email Id:
9. Experience:
 - a. Total No. of years –
 - b. Details of (a) above –(Please enclose self-attested Certificates)
10. Details of Employments in last two years:
11. 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: