



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

पॉचवा मजला, बँक ऑफ इन्डिया बिल्डिंग, महात्मा गांधी मार्ग, मुंबई - ४०० ०२३.
5th Floor, Bank of India Building, Mahatma Gandhi Road, Fort, Mumbai 23.
Tel. No. 2267 0024 / 2267 5008 Fax. 2269 2307

OL/LIQN. I./ 10989

Date:- 26 AUG 2016

Expression of interest is invited from eligible applicants for engagement of following full time consultants purely on short term contract basis, as allowed by the Hon'ble High Court vide order dated 04.08.2016 passed in OLR No. 219 of 2016 with 264 of 2016 in the matter of M/s. Mantri Realty Ltd. for a period of 10 months or till the work is completed, whichever is earlier, to assist the office of the Official Liquidator in executing specific work broadly mentioned as given below:-

Particulars of the post	Place of working	No. of posts
Drafting Counsel	Office of Official Liquidator, High Court, Bombay	1
Company Secretary	Office of Official Liquidator, High Court, Bombay	2
Stenographers	Office of Official Liquidator, High Court, Bombay	2
Data Entry Operator	Office of Official Liquidator, High Court, Bombay	1

2. The eligibility criteria stating qualification, experience and also amount payable is given in Annexure-I. General terms & conditions are given in Annexure-II.

3. The short listed candidates will be interviewed by a Committee constituted for the purpose, whose decision will be final and no correspondence

in this regard will be entertained. Intimation will be sent only to selected candidates.

4. Interested candidates may forward their applications in the enclosed format (Annexures – III) in a sealed envelope super-scribed “Application for the post of _____ in the office of the Official Liquidator which should reach **on or before 02.09.2016.**



OFFICIAL LIQUIDATOR,
HIGH COURT, BOMBAY

**THE NATURE OF WORK AND ELIGIBILITY CRITERIA STATING
QUALIFICATION, EXPERIENCE AND AMOUNT PAYABLE**

DRAFTING COUNSEL (1 No.) :- To draft reports, reply, rejoinder, written statement etc. in coordination with the officers and Counsels, getting the drafts vetted from Junior / Senior Counsel, examination of documents/agreements, preparation of chronology / list / tables in the matter to assist the office / Junior / Senior Counsel and other related works.

Educational Qualifications :- Degree of Law from a recognized university with preferably 1-2 years of experience in the field of law, with good drafting skills.

Office timings :- 9.30 to 6.00 (6 days a week)

Terms of Payment :- Rs.20,000/- per month.

COMPANY SECRETARY (2 Nos.) :- To examine the documents/agreements, ascertain the financials involved in the agreements, preparation of chronology / list / tables in the matter as to how much amounts to be recovered etc. examination of Statement of Affairs, Trial Balance, Balance Sheet, Statutory accounts etc. and other related works to assist the office of the Official Liquidator.

Educational Qualifications:- Qualified Company Secretary from Institute of Company Secretaries of India with preferably 1-2 years of experience in the field of accounts and law, with good accounting and legal knowledge.

Office timings :- 9.30 to 6.00 (6 days a week)

Terms of Payment :- Rs.22,000/- per month.

STENOGRAPHERS (2 Nos.) :- To assist the office of the Official Liquidator in the day to day preparation of reports, drafts, letters, applications etc. and other related works.

Educational Qualifications:- Minimum Graduation in any field with preferably 2-3 years of experience with good command over English language. Typing speed – minimum 120 words per minute.

Office timings :- 9.30 to 6.00 (6 days a week)

Terms of Payment :- Rs.17,000/- per month.



DATA ENTRY OPERATOR (1 No.) :- To assist the office of the Official Liquidator in the day to day data compilation as regards the agreements /documents etc. for preparation of reports, drafts, letters, applications etc. and other related works.

Educational Qualifications:- Minimum Graduation in any field with preferably 2-3 years of experience with good command over English language and knowledge of computers.

Office timings :- 9.30 to 6.00 (6 days a week)

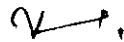
Terms of Payment :- Rs.15,000/- per month.

Candidates who meet the aforesaid criteria with reference to the qualifications and experience may send their Curriculum Vitae (CV) to the Official Liquidator, High Court, Bombay at the above address **on or before 02.09.2016**.

✓.

General Terms & Conditions:-

- i) The appointment would be on full time basis and they would not be permitted to take up any other assignment during the period of Contract with Official Liquidator.
- ii) The appointees would have no lien on any job and such engagement may be cancelled at any time by the Official Liquidator without assigning any reason.
- iii) The appointees on having accepted the offer shall enter into a contract with the Official Liquidator and also give a Declaration of Fidelity and Secrecy.
- iv) The appointees shall not indulge in or disclose to any person, any details of office, operational process, security arrangements and administrative / organizational matters which are of confidential / secret nature.
- v) The appointees shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential telephone, transport facility, residential accommodation, CGHS, medical reimbursement, etc.
- v) No TA / DA shall be admissible for interview / joining the assignment or on its completion. However, they shall be entitled to claim TA / DA for their travel within the country in connection with the official work.
- vii) The appointees shall be eligible for 8 days leave in a calendar year on pro-rate basis.
- viii) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she shall be liable for termination in addition to any administrative and / or legal action as Govt. may deem fit.



Annexure – III

Post Applied for :-

Affix recent
passport size
photograph

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Aadhar No (if available): _____

7. Mailing address (with Tel. Mob. No. and e-mail address: _____

8. Permanent address: _____

9. Educational Qualification:

Sr. No	Course	Subjects	School/College University/ Institute	Year of Passing	%age of marks obtained	Division/class

(Attach self-attested photocopies of certificates)

10. Computer Proficiency. (Please tick)

Computer Field	Excellent	Good	Average	Not conversant
MS Word				
MS Excel				
MS Power Point				

11. Work Experience:

Sr. No.	Organization/ Institute	Period		Nature of work	Specific reasons for leaving
		From	To		

(Attach self-attested photocopies of supporting documents/certificates)

12. Reference with complete details (other than relatives)

(i)

(ii)

13. 250 words write up in own handwriting (listing areas of proficiency, special skills and forte and why you consider yourself suitable for the position applied for?)

(Signature)

Date _____

UNDERTAKING

The information given above is true and correct to the best of my knowledge and belief.

(Signature)

Date _____