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GOVERNMENT OF INDIA

MINISTRY OF CORPORATE AFFAIRS

Office of Official Liquidator, High Court of Karnataka

'Corporate Bhavan', 26-27, 12th Floor, Raheja Towers, M.G. Road, Bengaluru-1

NOTICE

Official Liquidator attached to the Hon'ble High Court of Karnataka, Bengaluru is looking for qualified Candidates purely on contractual basis as per the orders of the Hon'ble High Court of Karnataka dated 27.06.2024 in OLR No.47/2024. The details of the requisitioned candidates are as under: -

Sl No.	Name of the Post	Qualification	No. of post/s	Remuneration (per month)	Term/ Period
1	Young Professional-Accounts	CA or CS	1	Rs.50,000/-	2 to 3 years
2	Young Professional-Legal	LLB or LLM	2	Rs.40,000/-	2 to 3 years
3	Accounts Assistant	M.Com	2	Rs.30,000/-	2 to 3 years

Detailed terms & conditions of appointment can be collected from the office or downloaded from website of Official Liquidator (<https://olkarnataka.kar.nic.in/>).

If interested, please send your resume in prescribed format at ol-bangalore-mca@nic.in within 15 days hereof.

Date:26.09.2024

Sd/-
OFFICIAL LIQUIDATOR
KARNATAKA

RESUME (FORMAT ONLY)

Passport size
photograph
with cross
signature

1. Name:
2. Address:

Mobile:

e-Mail Id:

3. Educational Qualifications:

a. Academic:

b. Professional:

4. Skills:

a) Technical

b) Non-Technical):

5. Past Experience, if any:

6. Achievements & Awards:

7. Additional Information:

8. List of Enclosed Documents:

I have read all the terms and conditions of engagement and I undertake to abide by the same.

Signature with Name and Date

TERMS AND CONDITIONS

- a) They will be entitled for a yearly increment of 10% over said remuneration.
- b) No benefit other than the consolidated remuneration will be entitled as stated above, other than 8 causal leaves.
- c) The candidates will be engaged purely on contractual basis.
- d) The candidates will be engaged for a fixed period of 2 to 3 years for providing high quality services to the Official Liquidator including specific and assigned duties on time bound manner.
- e) The candidates shall not refuse any official work assigned by the Official Liquidator or his team.
- f) The engagement shall not be considered as right for re-employment.
- g) The engagement would be on full time basis and will not be permitted to take up any other assignment during the period of employment with the Official Liquidator.
- h) The engagement can be cancelled at any time by the Official Liquidator without assigning any reason.
- i) Except with previous sanction of the Official Liquidator in the bona fide discharge of his duties, publish research or any research related article, anonymously or in the name of any other person, if such research or research related article consists any information that gathered as a part of this engagement.

j) The Official Liquidator reserves the right to terminate the contract. The Official Liquidator has right to cancel the appointment at any time if;

- a) The candidates are unable to address the assigned work.
- b) Quality of the assigned work is not up to the satisfaction of the Official Liquidator.
- c) If the candidate(s) fail to reach timely targets fixed by the Official Liquidator.
- d) If the candidate(s) are found lacking honesty, confidentiality and integrity.

The Official Liquidator with one month's advance notice will terminate the contract similarly the candidate(s) may also seek termination of the contract upon giving one month's notice to the Official Liquidator.

BROAD SCOPE OF WORK

Young Professional-Legal

- 1) Preparation of applications to be filed before various Hon'ble Courts under the Companies Act, 1956 or any other statutes as may be required.
- 2) Preparation of Objections, Rejoinders, Synopsys, List of dates etc., in the aforementioned matters.
- 3) Research work of case Laws connected with the cases involving the Official Liquidator.
- 4) Coordinating with counsels of the Official Liquidator, preparation of gist of cases, maintenance of case diary etc.,.
- 5) Visiting company branch of the Hon'ble High Court of Karnataka for queries, to office objections, clarification etc., related to filings.
- 6) Any other legal related work as and when need arises.

BROAD SCOPE OF WORK

Young Professional- Accounts: -

- 1) Handling e-invoicing process under Goods and Services Tax law for issuance of invoices to the tenants with respect to the Company in Liquidation;
- 2) Timely filing of compliances under Goods and Services Tax Act with respect to GSTR-1, GSTR-3B and GSTR-9 including monthly tax payments with respect to Company in Liquidation by coordinating with the consultants and checking the records available with the office;
- 3) Coordinating with the internal teams in the office including the officers and the consultants for filing necessary reply for the notices received under Goods and Services Tax and Value Added Taxes;
- 4) Timely payment of Advance Tax and filing of Income Tax returns compliances with respect to Company in Liquidation by coordinating with the consultants and checking the records available with the office;
- 5) Advise the Official Liquidator on matter related to rental agreements.
- 6) Computation of Rent and interest outstanding and preparation of statements as required by the officers in order to track the outstanding rental dues and necessary follow up with the tenants for payments;
- 7) Preparation of Rent and Interest outstanding statements for meeting, recovery applications, hearing, filing of memos and evidence and

appearing for evidence and also participating in the meeting with the tenants;

- 8) Working on tally software, checking entries passed by the team in order to submit monthly reports before the officers;
- 9) Internally guiding team on getting correct Tax invoices to get maximum benefit for GST input;
- 10) Streamline tenants for making the payments with continuous follow ups;
- 11) Any other Accounts related work as and when need arises.

BROAD SCOPE OF WORK

Accounts Assistants: -

- 1) To assist the Young Professional-Accounts in his/her discharge of duties.
 - 2) To assist other staff in the office works related to Accounts.
 - 3) Working on tally software, other software related to office work.
 - 4) Any other Accounts related work as and when need arises.
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