

## NOTICE

1) The Official Liquidator, High Court of Kerala invites application in a prescribed format along with bio-data/Curriculum Vitae from eligible candidates of Chartered Accountant, Company Secretary, Law Graduates for appointment as Young Professionals on a temporary basis for tenure of one year on a monthly lump-sum remuneration of Rs.45,000/- subject to the 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 **4.4.2025**

The details of the post and eligibility are given below:

Sl.No.	Name	Qualification	Experience
	Young Professionals	C.A/C.S/ LLB	Minimum 3 years
1.	Chartered Accountant	C.A	Chartered Accountant who holds a membership of ICAI with 3 years of practice as practicing Chartered Accountant or 3 years of job experience.
2.	Company Secretary	C S-	Company Secretary who holds a membership of ICSI with 3 years of practice as a practicing Company Secretary or 3 years of job experience.
3.	Legal Assistant	LLB-	3 years of practice as Advocate or 3 years experience as Legal Officer/ Legal Assistant

Contd....2

3. Maximum age limit is below 35 years as on the last date of application

4. The Young Professionals to be appointed are expected to have good communication skills both written as well as verbal, team management skill, logical reasoning, sense of responsibility, should be well conversant in “excel” in doing numerical work and should have knowledge of Companies Act and Rules. Any candidate having more experience and more qualification may also apply. It may be noted that any applications received after **4.4.2025** shall not be entertained

5. 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 ol-cochin-mca@nic.in**

In case of misrepresentation /suppression of facts and /or submission of false/forged documents will entail 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 Official Liquidator and /or any other Officer of the Official Liquidator. The following shall include the job profile:-

- i) to review and prepare brief of the company ( in liquidation) from the available files;
- ii) to adjudicate the claims of the workmen/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);
- 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) young Professional may be required to accompany the officers while attending the court matters and assist as and when required
- viii) young professionals expected to prepare draft reports, affidavit in reply, rejoinder, written statements etc
- ix) young professionals are expected to do any other work as and when directed by the Officers of Official Liquidator's office.

### SELECTION PROCESS

- i) The applications received will be scrutinized and only shortlisted candidates will be intimated ( THROUGH E-MAIL) to attend the written test and/ or interview or both, as the case may be
- ii) No intimation will be provided to the candidates who has not been shortlisted
- iii) Candidates already appeared for screening process can apply again, if they so desire

The decision of the Official Liquidator with regard to eligibility and selection shall be final.

## Terms and Conditions for appointment of Young Professionals

- 1) The Young Professionals should have minimum three years of post-qualification experience
- 2) The maximum age limit is below 35 years on the last date of application
- 3) They shall not practice during their engagement
- 4) The contractual engagement will be initially for a period of one year which is extendable to maximum period of four years and the first three months will be the period of probation
- 5) The appointment of Young Professionals would be on full time basis and they would not be permitted to take up any other assignment or practice during the period of employment with the Official Liquidator
- 6) The Young professionals engaged by the Official Liquidator shall in no case represent or give opinion to advice to others in any matter which is adverse to the interest of the Ministry of Corporate Affairs, the Hon'ble High Court of Kerala and the Official Liquidator
- 7) The young Professionals so appointed are supposed to attend the office of the Official Liquidator 5 days a week i.e, Monday to Friday from 9.00 a.m to 5.30 p.m. and any other days, if required by the Official Liquidator from time to time
- 8) The young professionals shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore a young professional shall not draw any remuneration in case of his/her absence beyond 8 days in a year calculated on a pro- rata basis. Also unavailed leave in a calendar year cannot be carried forward to next calendar year.

- 9) The appointment of Young Professionals is of temporary (non-official) nature and the appointment can be cancelled at any time by the Official Liquidator as per the provisions or even without assigning any reason.
- 10) To do the work assigned by the Official Liquidator and any other authorized officer of the Official Liquidator
- 11) All public holidays as applicable to the office of the Official Liquidator are also applicable to the Young Professionals so appointed unless and until specially instructed by the Official Liquidator.
- 12) Consolidated remuneration of Rs.45,000/- per month plus Rs.1,000/- per month towards conveyance charges to be paid for a period of one year extendable to a maximum period of four years with an annual increment of Rs.5,000/- from and out of the funds of Estate & Establishment Account maintained by the Official Liquidator. Young Professionals will be allowed Travelling and other allowances as applicable to Senior Technical Assistant of the Official Liquidator office in case of out station duty .
- 13) The Official Liquidator may terminate the services of the Young Professional without assigning any reason in case if he/she is absent himself/herself for consecutive 2 days or 3 days in a month without any approval OR in case performance of the Young Professional is not satisfactory OR for any other reason to be recorded in writing by Official Liquidator
- 14) Young Professional 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 Young Professional and even after resignation without prior approval of the Official Liquidator

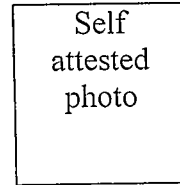
- 15) The Official Liquidator is entitled to frame such other suitable rule as may be deemed fit for the conduct and regulation of the service of the Young Professionals
- 16) Selected Young Professionals may terminate the engagement by serving 30 days notice or one month remuneration in lieu thereof
- 17) The selected Young Professionals may be terminated by giving 30 days notice in case
  - a) they are unable to address the assigned works
  - b) their quality of work performed is not up to the satisfaction of the officers.
  - c) they fail in timely achievement of approved work plan
  - d) they found lacking in honesty and integrity

Dated this the 17<sup>th</sup> day of March ,2025.

  
OFFICIAL LIQUIDATOR  
HIGH COURT OF KERALA

COUNSEL: K.MONI

APPLICATION FORM FOR THE ENGAGEMENT OF YOUNG  
PROFESSIONALS IN THE O/o THE OFFICIAL LIQUIDATOR,  
HIGH COURT OF KERALA



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  
( CA/CS/LLB) :
6. Contact No :
7. E-mail I D :
8. Experience :
  - a) Total no. of years :
  - b) Details of (a) above :(please enclose self attested Certificates)
9. Details of Employment in last three years :
10. 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: