



भारत सरकार

Government of India

कारपोरेट कार्य मंत्रालय

Ministry of Corporate Affairs

कार्यालय शासकीय समापक, उच्च न्यायालय गुजरात संबंध

Office of The Official Liquidator, High Court of Gujarat,

जीवा भाई चेंबर्स, आश्रम रोड, नवरंग पूरा, अहमदाबाद - ३८० ००९

Jivabhai Chambers, Ashram Road, Navrangpura, Ahmedabad - 380 009

No.: OL/Estt/CS-TCS/ 5236

Date: 5 MAR 2018

To,

1. The Chairman, the Institute of Company Secretaries of India, Ahmedabad Chapter, Chinubhai Tower, Ashram Road, Ahmedabad .
2. The Chairman, the Institute of Chartered Accountants of India, Ahmedabad Chapter, ICAI Bhawan, Sardar Patel Colony, Ahmedabad.
3. The Chairman, the Institute of Cost & Works Accountant of India, Ahmedabad Chapter, Ahmedabad .
- ✓ 4. The Secretary to the Govt of India, E-Govt Cell, Ministry of Corporate Affairs Shastri Bhawan, New Delhi-110001
5. The Registrar, High Court of Gujarat, Sola, SG Highway, Ahmedabad.
6. The Registrar, NCLT, Ahmedabad Bench, Anand House, 1st & 2nd Floor, B/h- Jalsa Party Plot, SG Highway, Thaltej, Ahmedabad-54.
7. The Registrar, City Civil & Sessions Court, Nr. Bhadra, Laldarwaja, Ahmedabad.
8. The Registrar, Small Cause Court, Nr. Bhadra, Laldarwaja, Ahmedabad.
9. The Registrar, District Court, Mirzapur Court Compound, Ahmedabad.
10. The Regional Director, ROC Bhavan, Opp- Rupal Park, Ankur, Naranpura, Ahmedabad-13.
11. The Registrar of Companies, Gujarat, ROC Bhavan, Opp- Rupal Park, Ankur, Naranpura, Ahmedabad-13.

Sub: Display of Vacancy Circular for Company Secretary and Trainee company Secretary on your Notice Board- for office of the official Liquidator, Ahmedabad.

Sir,

With reference to subject noted above, I have to state that 04 Company Secretary and 5 Trainee company Secretary are required on contractual basis for this office of Official Liquidator, Ahmedabad with approval of High Court of Gujarat. In this connection applications from willing and interested Company Secretary and Trainee Company Secretary are invited. I am sending herewith copy of the Vacancy Circular to be displayed on your notice Board along with prescribed format of Bio-data for your ready reference. You are therefore requested kindly to display a copy of the enclosed Vacancy Circular along with prescribed format of Bio-data on the Notice Board of your office up to 16.03.2018.

Encl: As above

Yours faithfully

M K SAHU, ICLS

OFFICIAL LIQUIDATOR



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE OFFICIAL LIQUIDATOR, HIGH COURT OF GUJARAT,
Jivabhai Chambers, Ashram Road, Navrangpura, Ahmedabad – 380 009

Ref.No.OL/Esst./CS & TCS/5232

Date: ___/___/2018 **5 MAR 2018**

VACANCY CIRCULAR FOR COMPANY SECRETARY & TRAINEE COMPANY SECRETARY

Sub:- Requirement of Company Secretaries & Trainee Company Secretaries on engagement/Contractual basis in the office of Official Liquidator, Ahmedabad Subject to permission of Hon'ble High Court of Gujarat.

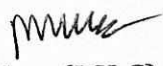
With reference to the subject cited above, I have to state that 04 Company Secretaries are required for the Office of Official Liquidator Ahmedabad on engagement/contractual basis. The details about the vacancy are as under.

(A)

- 1) Post: **Company Secretary**
- 2) No. of Post: 04 (Which may be increased or decreased with the sanction of Hon'ble High Court of Gujarat)
- 3) Qualification: **Associates Member of Institute of Company Secretary of India**
- 4) Tenure: Three Year (Which may be extended/reduced with the sanction of Hon'ble High Court of Gujarat)
- 5) Salary: Rs. 20,000/- (Fixed)
- 6) Resume to be submitted to the office of Official Liquidator, High Court of Gujarat Jivabhai Chambers, Ashram Road, Navrangpura, Ahmedabad-380009.
- 7) Last Date of submission of Resume is 16.03.2018 up to 4.30 P.M
- 8) Date of Interview: 24.03.2018 (11 A.M to 1.30 P.M)

(B)

- 1) Post: **Trainee Company Secretary**
- 2) No. of Post: 05 (Which may be increased or decreased with the sanction of Hon'ble High Court of Gujarat)
- 3) Qualification: Passed Executive Programme of Company Secretary Examination.
- 4) Tenure: 15 Months (Which may be extended/reduced with the sanction of Hon'ble High Court of Gujarat)
- 5) Salary: Rs. 7,500/- (Fixed)
- 6) Resume to be submitted to the office of Official Liquidator, High Court of Gujarat Jivabhai Chambers, Ashram Road, Navrangpura, Ahmedabad-380009.
- 7) Last Date of submission of Resume is 16.03.2018 up to 4.30 P.M
- 8) Date of Interview: 24.03.2018 (2.30 P.M to 4.30P.M)


M K Sahu, (ICLS)
Official Liquidator
Attached to High court of Gujarat

FORMAT OF BIO-DATA FOR COMPANY SECRETARY AND TRAINEE COMPANY SECRETARY

- 1) Name of Applicant:
- 2) Category Applied for:
- 3) Correspondence Address
- 4) Mobile No.
- 5) E-mail.
- 6) Date of Birth:
- 7) Education qualification:
- 8) Date of Enrolment with Company Secretary Institute as member (copy of enrolment certificate should be enclosed) and for trainee Company Secretary: Copy of Marksheet of Executive Programme passed should be enclosed)
- 9) Work Experience/practice if any:
- 10) Specialization work, if any:
- 11) Working experience with Official Liquidator office/ROC if any. :

I declare that I have never been penalized by Company Secretary Institute or other authorities in any Disciplinary Proceedings. I also undertake to maintain absolute secrecy about the work/cases of the Official Liquidator attached to Gujarat High Court, Ahmedabad as required under the Act, Rules and Regulations there under.

Signature of applicant

Date

Place