

Post Title:	LAW RESEARCHER	Previous Date:	22.06.2011	Extended Date	25.09.2011
Pay scale:	`20,000/- (Consolidated)	Closing Date:	25.09.2011		
Department	Office of the Official Liquidator attached with the Hon'ble High Court of Gujarat	This appointment is for a one year extended year on year basis depending upon work requirement.			
Principal Functions		Requirements			
Under the supervision and guidance of the Official Liquidator and Asst. Official Liquidator, the incumbent performs the following duties:		Knowledge and skills:			
1) Briefing and assisting the Official Liquidator , Dy. Official Liquidator , Asst. Official Liquidator , Id. Counsel and Panel Advocates for the Office of the Official Liquidator.		❖ Law Researchers mean fresh Law graduates those have completed LLB degree from the universities established in the State of Gujarat			
2) Preparation of dissolution report of Companies under Voluntary Winding up and compulsory winding up, drafting minutes of meetings.		Languages:			
3) Preparation of draft Official Liquidator's Report, reply of Company		Fluency in English is essential and a good working knowledge of Gujarati would be desirable. Experience in drafting , executing and monitoring court cases in highly desirable.			
4) Application , compliance report , criminal cases , misfeasance application, draft recovery application before small cause court in various matter and other works related to companies (in Liquidation)		Entitlements and benefits: As per the scheme of Law Researcher and Law Students approved by the Hon'ble High Court of Gujarat.			
5) Preparation and maintenance of Statutory registers u/r. 286 of Companies (Court) Rule, 1959.		Applications from qualified female as well as reserved category candidates are strongly encouraged			
6) Inspection of records of Registrar of Companies and scrutiny of Statement of Affairs.					
7) Scrutiny and arranging of records of Companies (In Liquidation) after sorting out necessary records for the purpose of weeding out.					
8) Scrutiny of records of Companies (In Liquidation)					
9) Inventarization of claims .					
10) To assist the Official Liquidator in recording of Statement under Rule 130 of the Companies (Court) Rule, 1959.					
11) To perform such other duties of legal / secretarial nature as may be assigned to them by the Official Liquidator from time to time.					
<p>Only applications received before the closing date and with all prescribed details will be considered.</p> <p>ONLY APPLICANTS UNDER SERIOUS CONSIDERATION FOR A POST WILL BE CONTACTED</p> <p>Applicants should send a completed application to olahmedabad@gmail.com or ol-ahmedabad-mca@nic.in and registrar@gnlu.ac.in</p>					

(A. K. CHATURVEDI)
OFFICIAL LIQUIDATOR

Date : 20.09.2011
Place : Ahmedabad

Post Title:	LEAL STUDENTS	Previous Date:	22.06.2011	Extended Date	25.09.2011
Pay scale:	₹7,500/-(Consolidated)	Closing Date:	25.09.2011		
Department	Office of the Official Liquidator attached with the Hon'ble High Court of Gujarat	This appointment is for a one year extended year on year basis depending upon work requirement.			
Principal Functions		Requirements			
Under the supervision and guidance of the Official Liquidator and Asst. Official Liquidator, the incumbent performs the following duties:		Knowledge and skills:			
12) Briefing and assisting the Official Liquidator , Dy. Official Liquidator , Asst. Official Liquidator , Id. Counsel and Panel Advocates for the Office of the Official Liquidator.		❖ Fresh Law students who is required to undergo training programme as per the procedures of Bar Council of India			
13) Preparation of dissolution report of Companies under Voluntary Winding up and compulsory winding up, drafting minutes of meetings.		Languages:			
14) Preparation of draft Official Liquidator's Report, reply of Company		Fluency in English is essential and a good working knowledge of Gujarati would be desirable. Experience in drafting , executing and monitoring court cases in highly desirable.			
15) Application , compliance report , criminal cases , misfeasance application, draft recovery application before small cause court in various matter and other works related to companies (in Liquidation)		Entitlements and benefits: As per the scheme of Law Researcher and Law Students approved by the Hon'ble High Court of Gujarat.			
16) Preparation and maintenance of Statutory registers u/r. 286 of Companies (Court) Rule, 1959.		Applications from qualified female as well as reserved category candidates are strongly encouraged			
17) Inspection of records of Registrar of Companies and scrutiny of Statement of Affairs.					
18) Scrutiny and arranging of records of Companies (In Liquidation) after sorting out necessary records for the purpose of weeding out.					
19) Scrutiny of records of Companies (In Liquidation)					
20) Inventarization of claims .					
21) To assist the Official Liquidator in recording of Statement under Rule 130 of the Companies (Court) Rule, 1959.					
22) To perform such other duties of legal / secretarial nature as may be assigned to them by the Official Liquidator from time to time.					
<p>Only applications received before the closing date and with all prescribed details will be considered. ONLY APPLICANTS UNDER SERIOUS CONSIDERATION FOR A POST WILL BE CONTACTED Applicants should send a completed application to olahmedabad@gmail.com or ol-ahmedabad-mca@nic.in and registrar@gnlu.ac.in</p>					

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