



भारत सरकार
GOVERNMENT OF INDIA
(कम्पनी कार्य मंत्रालय)
MINISTRY OF COMPANY AFFAIRS
कार्यालय शासकीय समापक, उच्च न्यायालय, गुजरात संबंध
OFFICE OF THE OFFICIAL LIQUIDATOR, HIGH COURT OF GUJARAT,
जीवाभाई चेम्बर्स, आश्रम रोड, अहमदाबाद - 380 009
Jivabhai Chambers, Ashram Road, Navrangpura, Ahmedabad - 380 009

Ref.No.OL/Estt. – Staff Strength/

/2010

Date :- __/__/2010

EMPLOYMENT NOTICE

Applications are invited for the following posts so as to reach the office of the Official Liquidator on or before **30.12.2010** in the format appended to this Employment Notice for post at Serial No. 1 to 6 in Format A –1 and post at Serial No. 6 to 9 in Format A – 2. The envelope containing the application should be super scribed with the word “APPLICATION FOR THE POST OF Sr. No.____i.e. _____” It is made clear that the posts are in the Company Paid Staff of the office of the Official Liquidator on non–Government side. The appointments shall be made initially for one year on probation and thereafter the candidates performing well and found suitable for continuation may be retained for a further period of two years. The appointments shall be on purely temporary basis and the services of the candidates can be terminated at any time. The candidates selected and appointed shall have to file an undertaking that they shall not claim any right for their continuation in service and for absorption in the Government Service.

| Sr. | Post | Qualification | Pay Scale (`) |
|-----|--|--|-----------------|
| 1. | Senior Company Paid Assistant (One Post) | Chartered Accountant or Company Secretary with L.L.B. or M.Com LLB with two years working experience AND Proficiency in English and computer knowledge. | 9300–34800+4200 |
| 2. | Senior Accounts Clerk (one Post) | M.Com with accountancy or inter C.A. AND Knowledge of computer operation. | 5200–20200+2800 |
| 3. | Jr. Company Paid Clerk (two posts) | B.Com LLB and Knowledge of full computer operation. | 5200–20200+1900 |
| 4. | Jr. Accounts Clerk (Three posts) | B.Com with accountancy and knowledge of full computer operation | 5200–20200+1900 |
| 5. | Company Paid Clerk(two posts) | B.Com LLB and Knowledge of full computer operation. | 5200–20200+1900 |
| 6. | English stenographers Grade – III (five posts) | Graduate with 80 wpm speed in English shorthand and knowledge of full computer operation | 5200–20200+1900 |
| 7. | Safaiwala (one Post) | 10 th Standard Pass | 4440–7400+1400 |



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|----|--------------------------|--------------------------------|----------------|
| 8. | Nightwatchman (one post) | 10 th standard pass | 4440-7400+1400 |
| 9. | Peon (three posts) | 10 th standard pass | 4440-7400+1400 |

Age limit: The minimum age for all the posts is 18 years. The Maximum age of the candidates as on 30.11.2010 applying for the posts at Serial Numbers as mentioned below should not be more than :-

| Serial Number of the Post | Age Limits |
|---------------------------|------------|
| 01 & 06 | 30 years |
| 02, 03, 04 & 05 | 28 years |
| 07, 08 and 09 | 25 years |

The upper age limit is relaxable in case of Scheduled Cast, Scheduled Tribe, Other Backward Class and Physically Handicapped Persons for 5 years and in case of Ex. Service Man for 3 years plus total Service rendered in Armed Forces.

The upper age limit is relaxable for the existing company paid staff who are in the office of Official Liquidator on contractual basis and their term is expired and working on extended term pursuant to the order dated 03.02.2010 passed in the Official Liquidator's Report No. 151 of 2009 and order dated 19.03.2010 passed in the Official Liquidator's Report No. 32 of 2010 by the Hon'ble High Court of Gujarat, to the extent the concerned staff member has put in service with the office of the Official Liquidator so as to enable them to apply for the appropriate post in the recruitment proceedings.

The applications received pursuant to this notice shall be examined by a committee and the meritorious candidates shall be short-listed. Thereafter the selection committee shall interview the short listed candidates on a date, which will be informed to them by a letter. Candidates will be required to appear in the interview at their own costs both ways and the interview shall be written as well as typing / computer operation. The application received after the last date i.e. 30.12.2010 shall not be considered. The applications of the candidates who do not possess requisite qualifications and the applications which are incomplete and / or not accompanied with necessary documents and testimonials are liable to be rejected.

✓ General Instructions :-



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1. The Type written OR Computerized applications accompanied by duly attested Mark sheets, testimonials and certificates in support of the particulars mentioned in the applications may be made on a plain paper with latest passport size photograph affixed on the right hand corner of the application and duly signed by the applicant. The following particulars and details are required to be mentioned in the application.
 - ⇒ Full Name i.e. Surname, Name and Father's Name / Husband's Name,
 - ⇒ Full Postal Address with PIN Code and Phone Number etc., if any,
 - ⇒ Date of Birth
 - ⇒ Educational Qualification
 - ⇒ Marks Obtained in English Language and Passing Standard in SS.C., / SSLC Exam
 - ⇒ Present Speed in Stenography (for Post at Serial No. 6)
 - ⇒ Technical Qualification in Respect of Computer Operation
 - ⇒ Particulars of Experience
 - ⇒ Category to which belongs viz., General / SC / ST / OBC / Physically Handicapped, Ex. Service Man
 - ⇒ Whether presently in Government Service or not
 - ⇒ Employment Exchange Registration Number if any,
 - ⇒ Signature of the Applicant
2. Attested Copies of Documents in support of the particulars mentioned in the Application should be enclosed with the application i.e. (A - School Leaving Certificate to verify the date of birth, B - Certificate and Mark Sheet of passing of examinations, C - Certificate showing speed in Stenography, D - Certificate showing knowledge of Computer Operation, E - Certificate in support of Experience, F - Cast / Category Certificate issued by the Competent authority in case of candidate belonging to reserved class)
3. Applications duly competed in all respects should reach the office of the Official Liquidator, Jivabhai Chambers, Ashram Road, Ahmedabad on or before 30.12.2010. Application received after the last date shall not be considered.

(A. K. Chaturvedi)
Member - Secretary
of
Selection Committee

Telephone No: 2658 1912
Fax No. : 2658 7837

E Mail: olahmedabad@gmail.com



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