



NATIONAL JUTE MANUFACTURES CORPORATION LIMITED
(A Government of INDIA Undertaking)

Ministry of Textiles
Chartered Bank Buildings (2nd Floor)
4, Netaji Subhas Road, Kolkata - 700 001

राष्ट्रीय जूट विनिर्माण निगम लिमिटेड
(भारत सरकार का एक उपक्रम)

वस्त्र मंत्रालय
चार्टर्ड बैंक बिल्डिंग्स, (द्वितीय तल)
४, नेताजी सुभाष रोड, कोलकाता - ७०० ००१

Ref No: NJMC/HR/2013/RMP/04/

Date: 30.10.2018

NOTIFICATION

NJMC Ltd is looking for an Chief Executive(Legal) having experience to deal with legal matters, including NCLT, preferably Labour, Estate and Corporate Law related matters on Contractual basis in its Corporate Office at Chartered Bank Building,2nd Floor,4,Netaji Subhash Road,Kolkata-700001 and eligibility of the candidate shall be as follows:-

A. Age and Qualifications

- 1) Having an experience of minimum 10 years to deal with legal matters of the Company/Govt covering all aspect of legal matters preferably a retired PSU/Govt officer.
- 2) Should be at least a L.L.B from a recognized University. However candidates with L.L.M and any other additional specialization in dealing with Legal matters shall be preferred.
- 3) Consolidated Salary: Rs 70,000. Negotiable in deserving cases commensurate with the academic qualification and working experience.

Tenure of the Contract: 1year. Renewal subjected to satisfactory performance approved by the Competent Authority.

B. Job Profile and Nature

- a) To render legal services including attending cases, look after legal issues of the Corporation and monitor legal cases.
- b) Legal vetting of documents and drafting replies warranting legal compliances.
- c) Thorough hands on experience to deal with labour laws like Industrial Dispute Act, PF Act, ESI Act etc including attending and representing NJMC Ltd and defending the cases.
- d) To prepare a list of empanelled lawyers/legal firms and monitor them.
- e) To keep close coordination with the senior lawyers/legal firms dealing with the critical cases of the Corporation and review progress of the pending cases.
- f) To prepare all reports/ returns and attend Conference on legal issues.
- g) To review ongoing cases and advise management the remedies to resolve the legal issues.
- h) To handle all legal matters relating to Company's estate and landed assets.
- i) Handling arbitration cases of the Company.
- j) Any other job assigned by the management from time to time.

Application in a sealed envelope with copies of academic qualification and working experience and expected salary along with one passport size photo should reach the undersigned within 15th November, 2018.

Esha Sen

Executive(HR & Pers)

Contact No(033)223-0212

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