

NATIONAL JUTE MANUFACTURES CORPORATION LTD
 A Government of India Undertaking
 Ministry of Textiles
 Chartered Bank Building, 2nd Floor
 4, N.S Road
 Kolkata 700001

Recruitment criteria for Legal Officer

POST NAME	AGE AND QUALIFICATION	JOB PROFILE AND NATURE
Legal Officer	1) LL.B from a recognised University 2) Maximum age should not exceed 28 years as on the date of publication of the advertisement. 3) Consolidated Salary : Rs. 20,000/=	<ul style="list-style-type: none"> • To render legal services including attending cases, look after legal issues of the Corporation and monitor legal cases. • Legal vetting of documents and drafting replies warranting legal compliance. • To prepare a list of empanelled lawyers/legal firm empaneled with various Government body/ PSUS/Railways/Nationalised Bank with their rate and monitor them • To keep close coordination with the Senior lawyers/legal firms dealing with the critical cases of the corporation and review progress of pending cases. • To prepare all reports/ returns and attend conference on legal issues and sign the vakalatnama on behalf of Company if required. • To review of ongoing cases and recomend management the remedies to resolve the legal issues. • To handle all matters relating to Company's estates and landed assets. <p>Handling arbitration cases of the Company. Any other jobs assigned by management from time to time.</p>

Note: Age and Salary may be modified based on responses.