

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

Ref.: NJMC/HR/Recruit/2023-24/02

22.09.2023

**Notification**

NJMC Ltd. is looking for Executive (Legal) having experience to handle all issues relating to legal matters including NCLT, preferably labour, Estate and Corporate law related matters and other matters, on contractual basis initially for a period of 01 (one) year in Corporate Office under NJMC Ltd. at 4 N. S. Road, Chartered Bank Building, 2nd Floor Kolkata 700001 and eligibility and other criteria of the candidate shall be as follows:-

**Age & Qualifications:**

- i) LL.B from a recognized University.
- ii) At least 5 years working experience to deal with the legal matters
- iii) Age: Maximum 50 years.

**Job Profile & Nature:**

As Executive (Legal) at Corporate Office of NJMC Ltd. he/she will be required

- 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.
- Thorough hands on experience to deal with labour laws like Industrial Disputes Act, PF Act, ESI Act etc including attending and representing NJMC Ltd and defending the cases before various court as we as NCLT.
- To prepare a list of empanelled lawyers/legal firm empanelled 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.

- To review of ongoing cases and advise management the remedies to resolve the legal issues.
- To handle all matters relating to Company's estates and landed assets.
- Handling arbitration cases of the Company.
- Any other jobs assigned by management from time to time.

**Salary:** Consolidated Salary Rs. 38000/-.

**Duration:** Engagement is purely contractual basis initially for 1 (one) year.

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

**How to Apply:**

Candidate must apply in details starting qualification, experience in chronological manner with contact no., email address along with self attested copies in support of age, qualification, experience and two copies of latest colures passport size photo. Candidates are required to super scribe on the envelope the post for which they are applying while sending the application. Application duly signed by the Candidates should be sent through Speed Post/Courier services /By Hand (along with aforesaid documents) to the below mentioned address latest by 29.09.2023.

Chief Operating Officer  
National Jute Manufactures Corporation Limited  
4 N. S. Road,  
Chartered Bank Building, 2nd Floor  
Kolkata 700001