

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

Candidates are invited to attend Walk-In-Interview for the following post on Contractual basis through company appointed manpower agency.

POST NAME	AGE AND QUALIFICATION	JOB PROFILE AND NATURE
Legal Officer Vacancy -01	<ul style="list-style-type: none"> • LL.B from a recognised University • Maximum age should not exceed 30 years as on the date of publication of the advertisement • Consolidated Salary : Rs. 25,000/= • Tenure: Initially 1 year on contractual basis through third party 	As Legal Officer at Corporate Office, he /she will be required: <ul style="list-style-type: none"> • To tender 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. • Legal due diligence of required documents <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/ relaxed based on responses.

Instruction to the Candidates for Walk-In Interview

Date of Interview	30.01.2025
Place of Interview	National Jute manufactures Corporation Ltd. 4, Netaji Subhas Road, 2 nd Floor, Chartered bank Building, Kolkata-700002

1. Please bring the filled application as per format with one set of photocopy of qualifications, experiences and other testimonials on the date of walk-in Interview.
2. Candidate should submit all certificates / testimonials in original for verification. Candidates who fail to bring the Original Certificates for verification will not be considered.
3. Experience certificate should clearly indicate the nature of duty during the period of employment.
4. The above said post is Purely Contractual for the duration of One(1) year.
5. Date of Walk-in Interview may be changed due to administrative reasons, hence, candidates are advised to check website before appearing Walk-in Interview.
6. TA/DA will not be paid for attending the interview.
7. The Management / Selection Committee has the right to accept / reject any application without assigning any reason.

Any further information may be viewed on NJMC website (Careers) which will be updated from time to time.